

California Department of General
Services, Procurement Division

Welcome to Supplier/Vendor Training Video for the eProcurement System

*Presented by the
California Procurement and Contracting
Academy (Cal-PCA)*

Hello and welcome. Thank you for choosing to view the Department of General Services, Procurement Division, Supplier and Vendor Training Video on our newest system eProcurement.

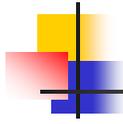
My name is _____ and I am with the California Procurement and Contracting Academy, also known as Cal-PCA.

This video will cover the 2 step registration process for the eProcurement system and take you through the Small Business and DVBE Certification Process. Although some of you may have already registered, you may gain valuable information from this video that can address questions or problems that you may have.

The training that will be provided to you, through this video, will consist of a combination of PowerPoint Slides and screen shots of the live eProcurement system.

Should you have any questions during this video presentation please write them down. You will be shown a PowerPoint slide in the middle and at the end of this video that contains many helpful website addresses, phone numbers, and email addresses to help answer your questions or voice your concerns.

Instructor Note: Click to next slide



Session Objectives

1. Register your business with the eProcurement System through BidSync
2. Validate your business profile and notification needs in the eProcurement System
3. Small Business and DVBE Certificaton

Our goal by the end of this training is to assist you, the Suppliers and Vendors who provide goods and services to the State of California, get registered in the eProcurement system. The reason you want to be registered, is so that our State Buyers can locate you for our business needs. And if you so choose, get certified with the State of California as a Small Business or DVBE.

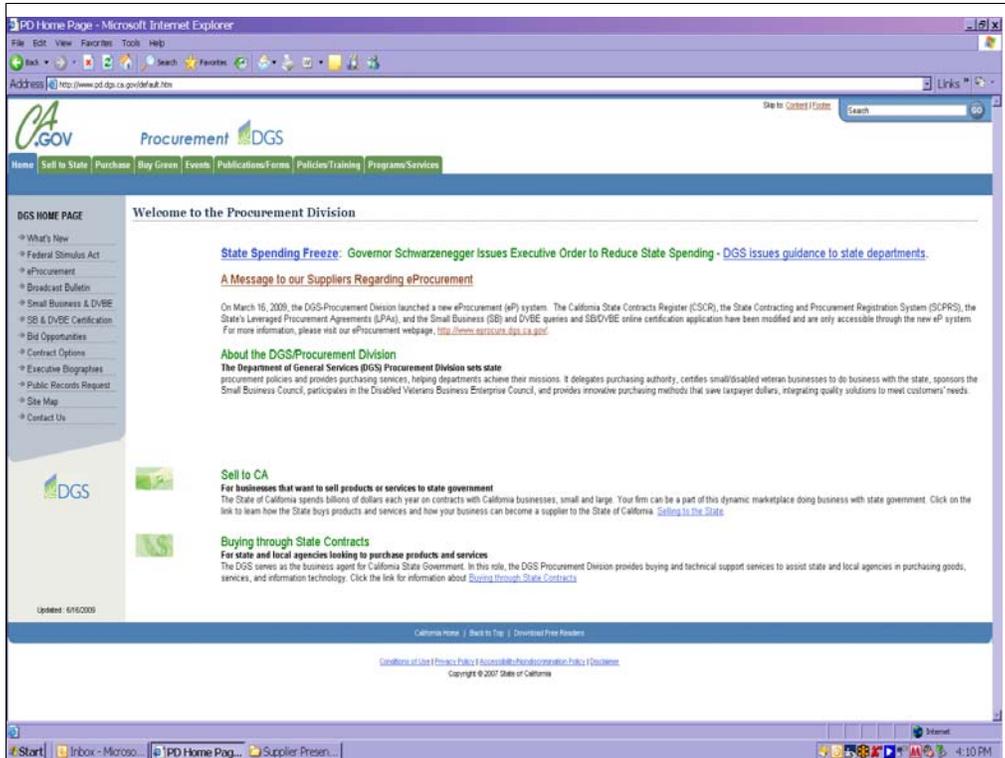
In this video you will learn how to do the two (2) step registration process by:

Creating a user login and profile for the eProcurement system through BidSync,

Then validating your registration information and completing the required California information in the eProcurement system

And if you are not certified with the State of California as a Small Business or DVBE, the eProcurement system allows you the opportunity to enter information to apply for or renew certification.

Instructor Note: Click to the next slide.



Let's start at the Department of General Services, Procurement Divisions website at www.pd.dgs.ca.gov.

You may already be familiar with this page. There is so much information that can be accessed through the various links on this page.

For example, links in the grey shaded panel to the left of the screen can connect you to other homepages such as the SB/DVBE homepage and the eProcurement homepage.

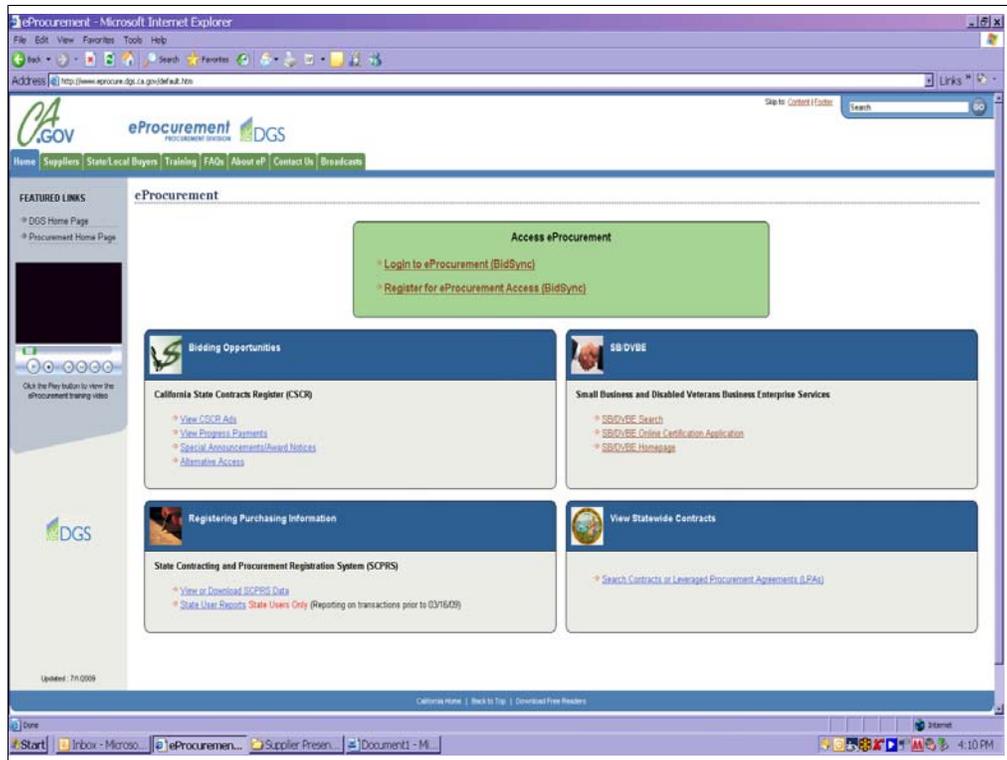
Notice the tabs at the top of the page, if you were to click on **Sell to State**, you would see information that would help your firm in becoming a potential supplier to the State of California and how the State buys products and services.

If you were to click on the **Events** tab you would find out about meetings and informational opportunities being conducted in your area by the Department of General Services, Office of Small Business and Disabled Veterans Business Enterprise Services, also known as OSDS.

Please note in the body of the page, the link in red titled "A Message to our Suppliers Regarding eProcurement." Clicking on this link will keep you up to date with any new information, changes, or special training regarding California's new eProcurement system. Such as letting you know that there is no fee for any supplier to register, receive email or fax notification, download or respond to the State of California bid solicitations, or being awarded a State contract.

Let's start the registration process by clicking on the eProcurement homepage link that's located in the grey shaded panel on the left of the screen.

Instructor Note: Click onto next slide



On the eProcurement home page, there are 5 panes. Within these 5 panes you'll see links to some functions you may be familiar with and some you may not be. I'd like to call your attention to the green pane at the top of the screen. The two links here are login to eProcurement and Register for eProcurement. Login is for State Buyers to access the system and Register is used for suppliers to not only register with the system, but also serve as the recommended point of entry to your account once you have registered.

The pane under the green area to the left shows links to the California State Contracts Register, also known as CSCR. This site is open to public viewing and allows anyone to view solicitations that are currently open with the State of California.

The links in the lower left hand pane provides access to the State Contracting and Procurement Registration System or SCPRS. The State Contract and Procurement Registration System tracks contracting dollars procured by the State of California.

Links in the lower right hand pane allow you to search existing California Statewide Contracts and other Leveraged Procurement Agreements.

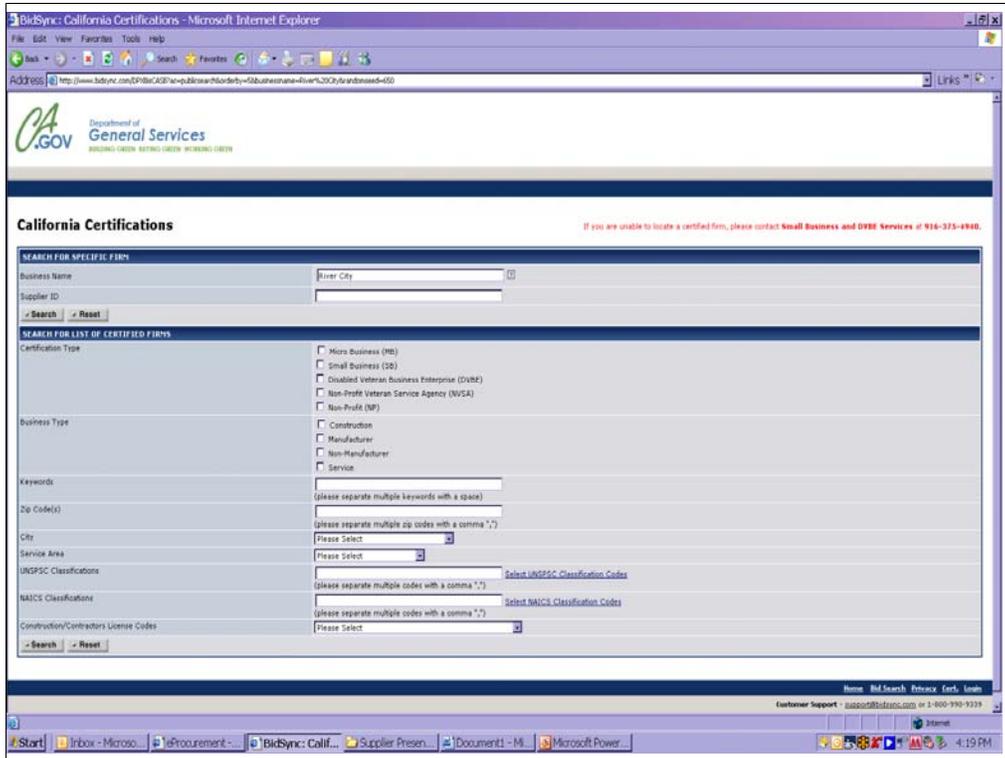
And above that is the SB/DVBE pane. You can access the SB/DVBE Homepage from here and you can even get information about applying for California Small Business or Disabled Veteran Business Enterprise certification.

In regards to SB/DVBE certification, please note, if you are already certified or have been certified as a Small Business or DVBE in the past, your business information was automatically transferred into the new eProcurement system. Now, even though your information was transferred over, you will still need to follow the steps for registering in the eProcurement system, by creating a login and supplier profile to verify that the information that was transferred is accurate.

And when creating your eProcurement supplier profile, it's important that the information you enter into the new system matches the way in which you are registered in the former system. For example, if you spelled your business name in all capital letters in your SB or DVBE certification you will need to enter your registration information in the eProcurement system the same way, with all caps. Doing otherwise can create problems with your eProcurement registration. It's also important that names, addresses and employer ID information be typed in the eProcurement system the same. For these reasons, you may want to confirm the way your business is listed, BEFORE starting the eProcurement Registration Process. To do this, we suggest that you click on the SB/DVBE Search link in this pane first, and see how your business is listed, then proceed with the Registration Process.

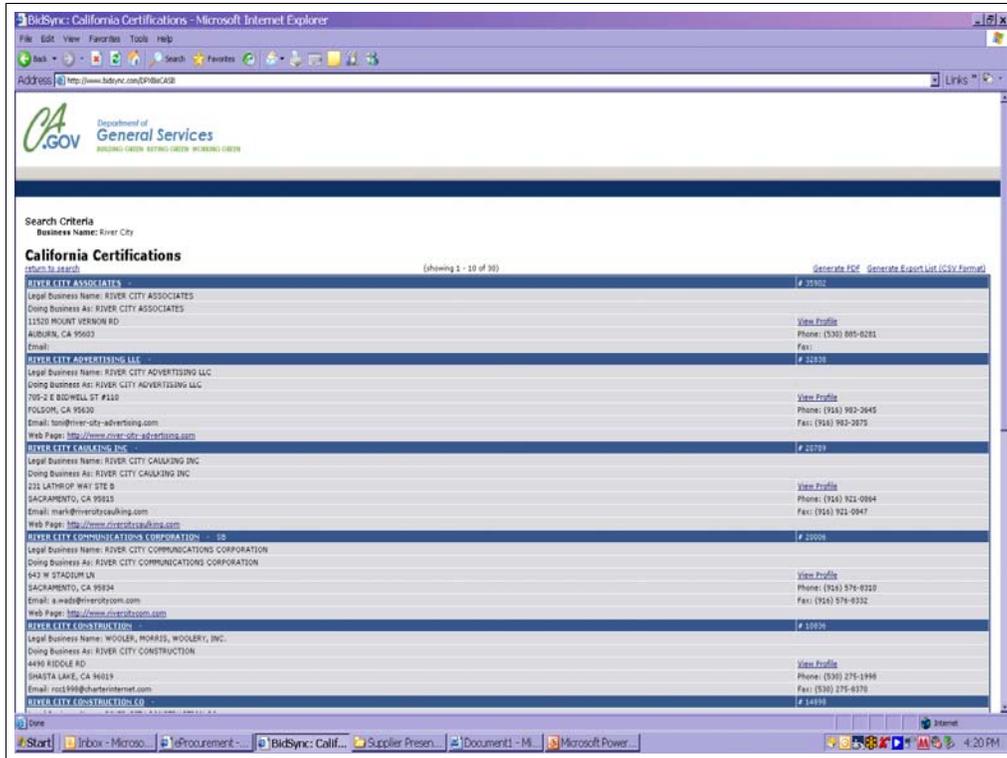
So let's see what happens when we click on the link labeled "SB/DVBE Search."

Instructor Note: Click to next slide



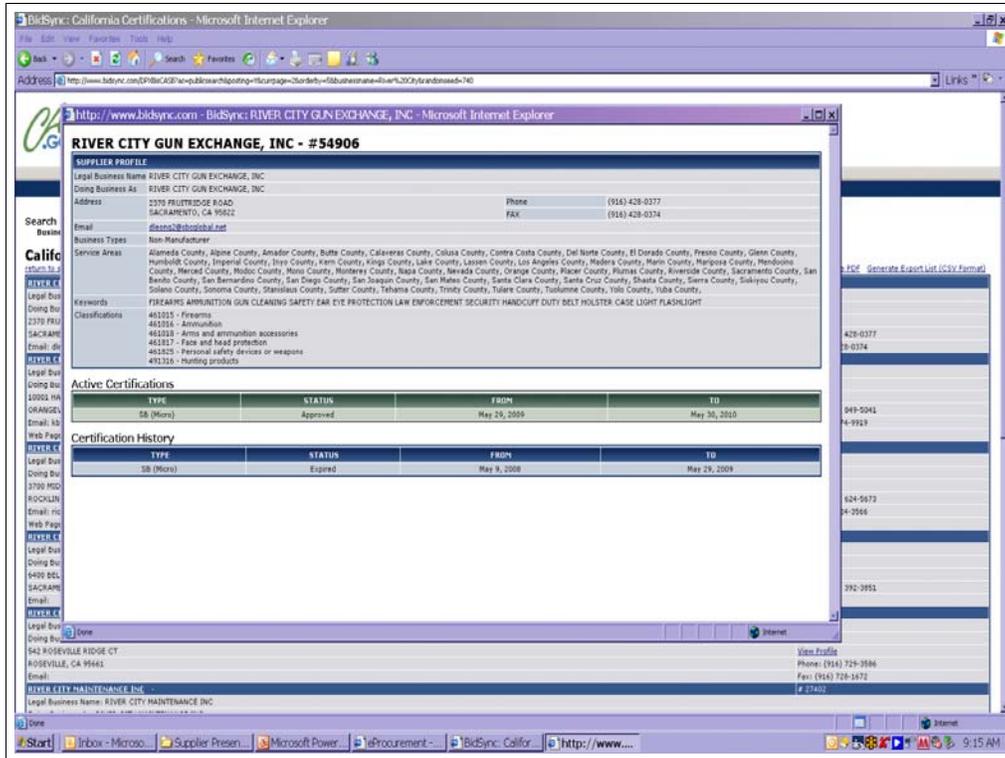
Clicking on the link opens up the SB/DBVE search function in the eProcurement system. In the first blank space titled Business Name, type in your business name, or if you have your supplier id then please insert your number in the blank space titled Supplier ID, and hit search. For our training purposes we've entered "River City" in the Business Name field and then clicked on the Search button.

Instructor Note: Click to next slide



If you choose to type in your business name you may find that sometimes there are a lot of businesses that may have the same name or similar. So if you need to, find your business on the screen and click on the View Profile link to the right of your business information.

Instructor Note: Click to next slide



The Profile that opens up will list some of the basic information that was transferred into the eProcurement system from the former SB/DVBE certification system, such as your legal business name, your doing business name, address, phone, email, business types, and areas of service.

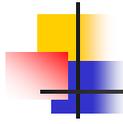
When you create your user login and supplier profile in eProcurement, you want the information you enter to match what is on this screen.

If you wish, you could print out this page and keep it handy as a reference for when you create your eProcurement entries.

Now for your information the name listed for your “Legal Name” is the name you’ll want to use for your eProcurement registration and profile.

Registering with setting up your profile is what we’ll go over next.

Instructor Note: Click to next slide



Get Registered

1. Click on the link titled “**Register for eProcurement Access (BidSync)**” on the eProcurement homepage, or
2. Go to www.bidsync.com to get registered
3. Choose a username and password to begin building your supplier profile

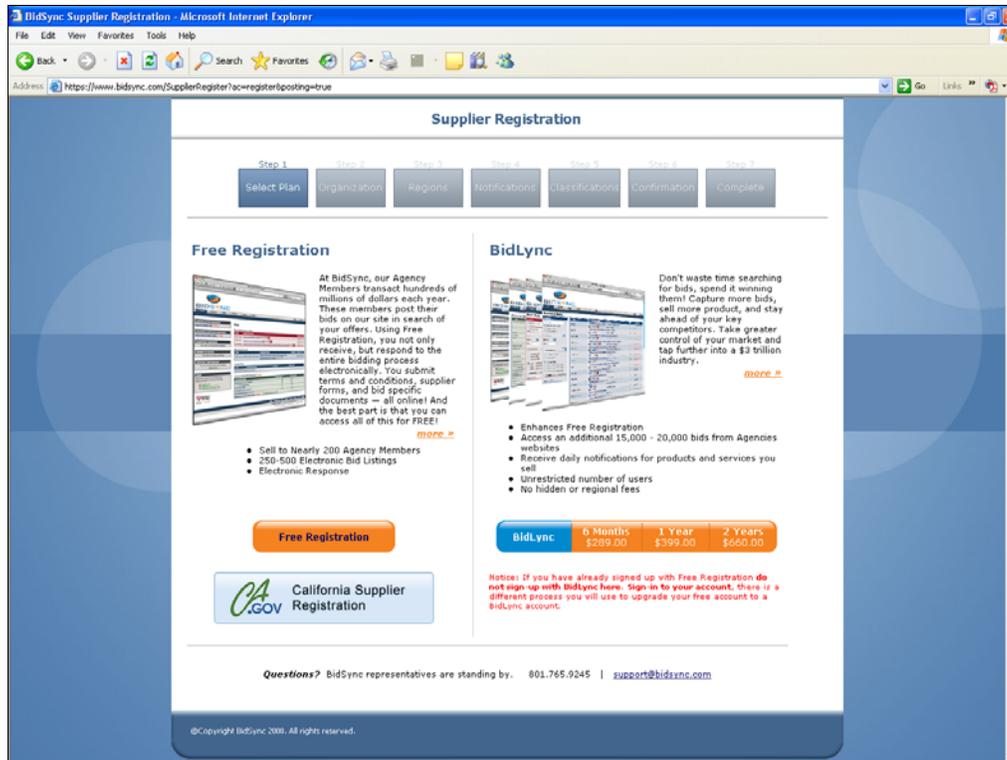
There are a couple of ways to access the eProcurement system:

You can use the preferred method, which is, going to the eProcurement homepage and clicking on the link titled “Register for eProcurement Access (BidSync)”.

Or you go to BidSync.com directly by typing in the address in the second bullet in your web browser.

Then, once you’ve entered the eProcurement system, you will be able to set up your username and password and begin building your supplier profile.

Instructor Note: Click to next slide

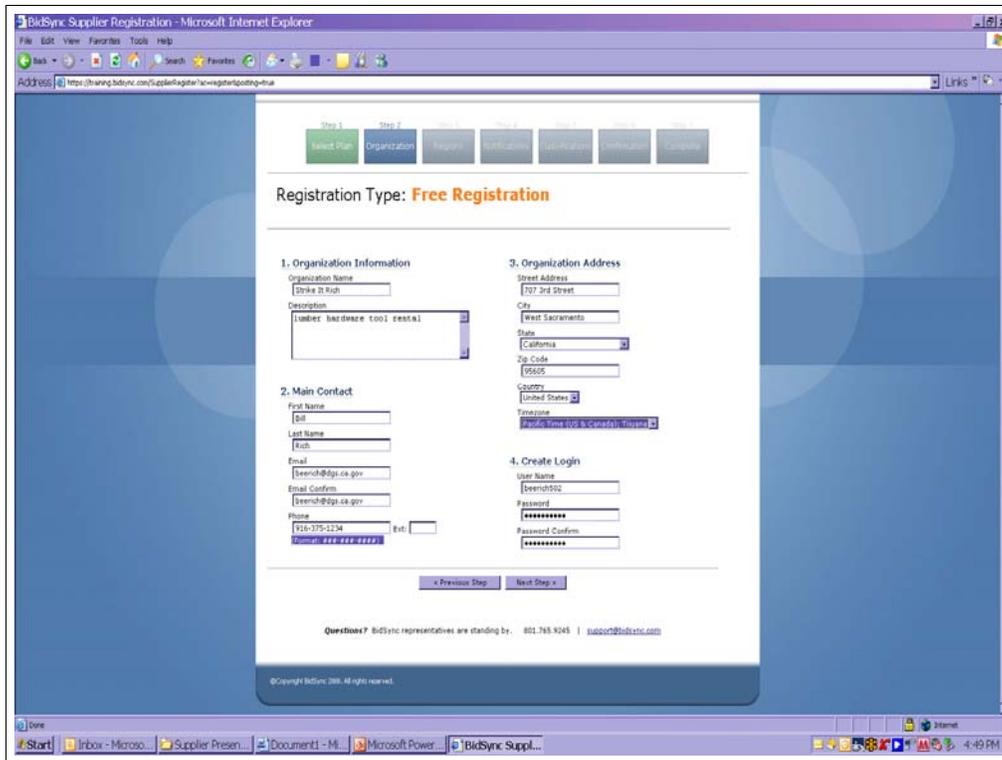


This is the first page for the Supplier/Vendor Registration. Notice at the top of the page there are boxes numbered from 1 – 7. These boxes will highlight your path through the login and supplier profile process.

Starting here with Step 1, Select Plan

You will have 2 choices outlined, Free Registration and BidLync. BidLync is a pay-for service offered by BidSync. You may be asking yourself who or what is BidSync? BidSync is the State of California's contractor for its eProcurement system. BidSync also hosts as the bid site for many other procurement organizations. Those bidding opportunities may require a fee. BidLync is a subscription service. For a fee, they provide bid notifications for areas across the United States and Canada. To do business with the State of California government, however, there is no charge. You register for free by selecting the Free Registration or California Supplier Registration buttons on the left side of this screen. Since we're only interested in doing business with the State of California government, that's the option we're going to select now, by clicking on California Supplier Registration or Free Registration on the left.

Instructor Note: Click for next slide



Choosing your free plan takes you to Step 2, Organization.

On this page we'll set up your login and begin building your supplier profile.

Part 1 Organization Information - In this first box, enter in your business name. If you're a SB/DVBE, here's one of the places where it's important that the name you type in matches your Legal Name that's SB/ DVBE Certification.

The business name that we've entered is "Strike it Rich" Strike it Rich is a hardware business that sells tools, lumber, and other such items. So under Description, we've typed in a sample list of the types of items we sell. You'll type in what your business does. There's no need to put in an exhaustive list that covers every product you sell here. This section largely serves the purpose of differentiating similar named businesses. For example, there could be another business called Strike it Rich that sells financial services. If a State of California agency or department is looking for entities that sell financial services, they'll be able to tell the difference between the other Strike it Rich and our Strike it Rich that sells hardware goods.

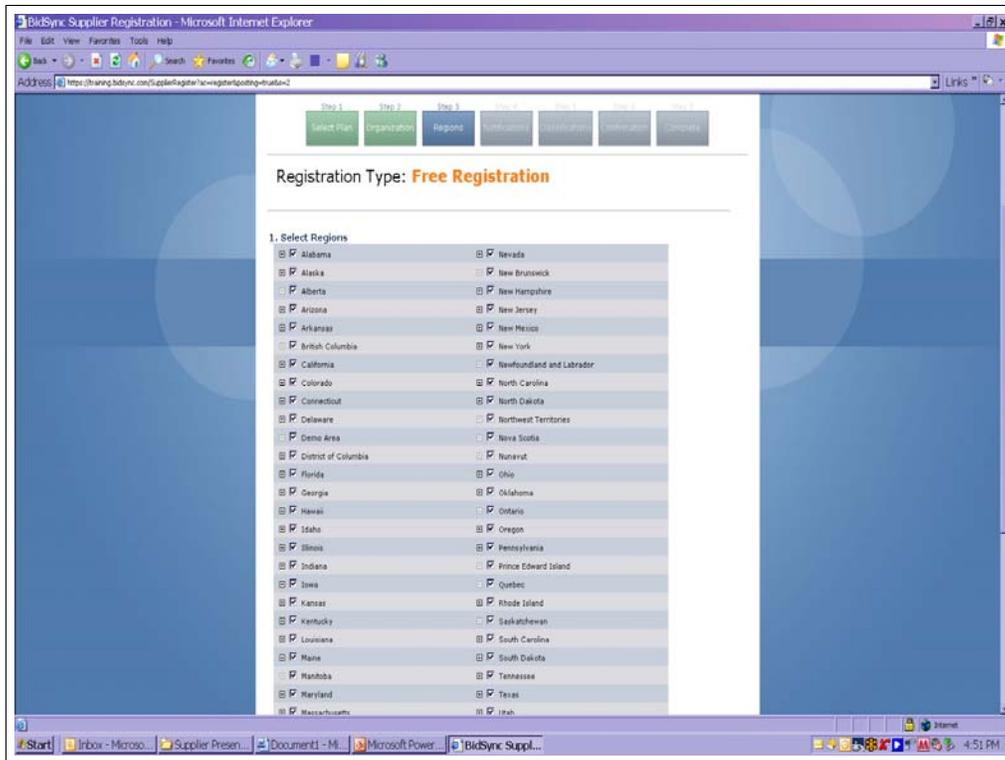
Part 2 Main Contact Information - Enter in your name, email and phone number in this section. Please note the format for entering your phone number includes dashes.

Part 3 Organization Address - Enter your organization address. We've listing our address here at DGS. Please note the drop down box under Time zone. Clicking on the down arrow displays the various time zones in the North America. What this option does is automatically adjusts bid due times to your time zone. For example, say a Department in the State of California government posts a solicitation with a bid due time of 3 p.m. If your business is located in Colorado, when you view that solicitation, the time zone displayed for you will be adjusted to account for the difference between Mountain Time and Pacific Time. Your bid due time will show as 2 p.m. Mountain Time. This is a handy feature of the system that helps out suppliers to get their bids in before the bid cut off. We've selected Pacific Time because that's the time zone in which we're located.

Part 4 Create Login - Here is where you'll create your username and password. We've typed in a sample login and password for our business. Please note that if you are a SB/DVBE and had a username and password previously for the old SB/DVBE system, it will not be valid for the new eProcurement system, and you must create a new username and password so you can log on and verify that the information that was transferred into your profile is correct. And always remember to keep your username and password in a safe place.

Once you've completed this page, select Next Step.

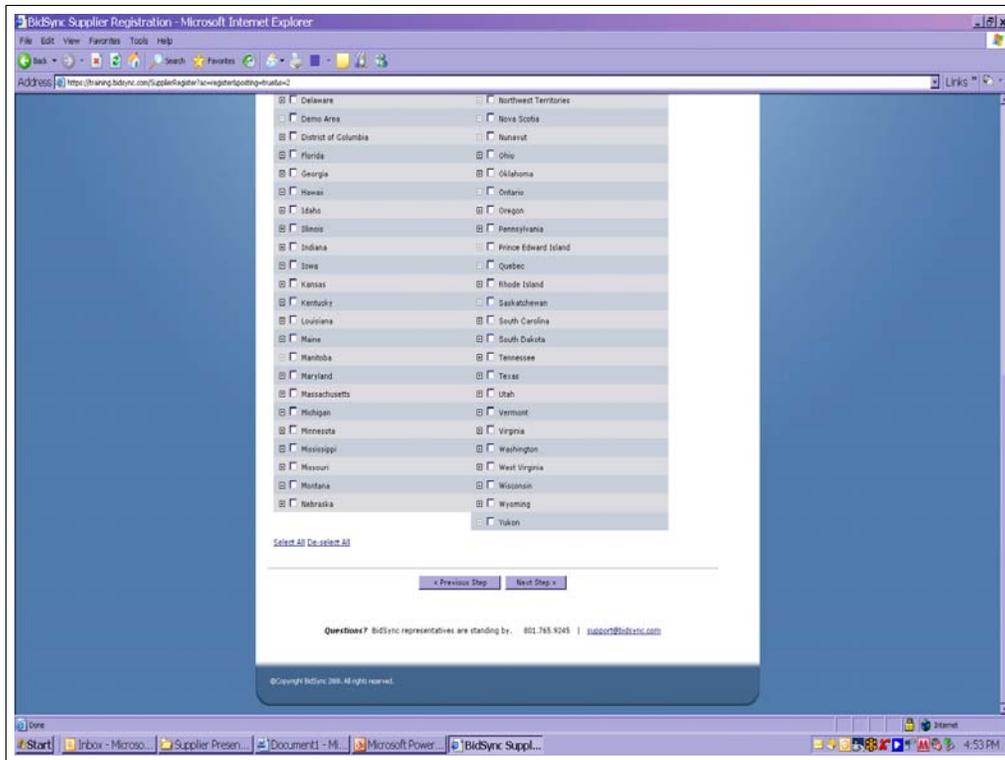
Instructor Note: Click to next slide



Now we're on Step 3 - Regions

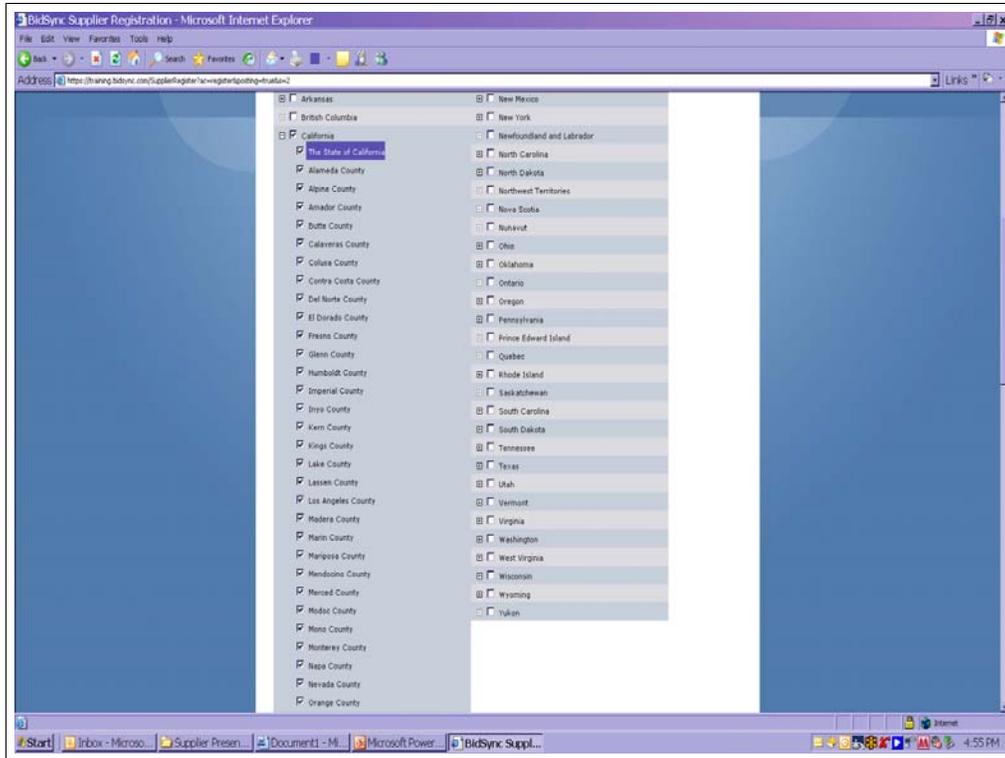
This is where you will enter the Regions you want to receive solicitations from. Notice that all the states have been checked by default. If you want to receive notices of solicitations from states outside of California, you can certainly leave these checked. However, remember that some states other than the State of California government may want to charge you a fee in order to receive their notifications. Our business, Strike it Rich, does business solely in the state of California. So a quick way for us to clear all these boxes and select what we want, is to scroll down to the bottom of the page and hit the *Deselect All* button.

Instructor Note: Click to next slide



As you can see by deselecting all, all the boxes have been unchecked.

Instructor Note: Click to next slide

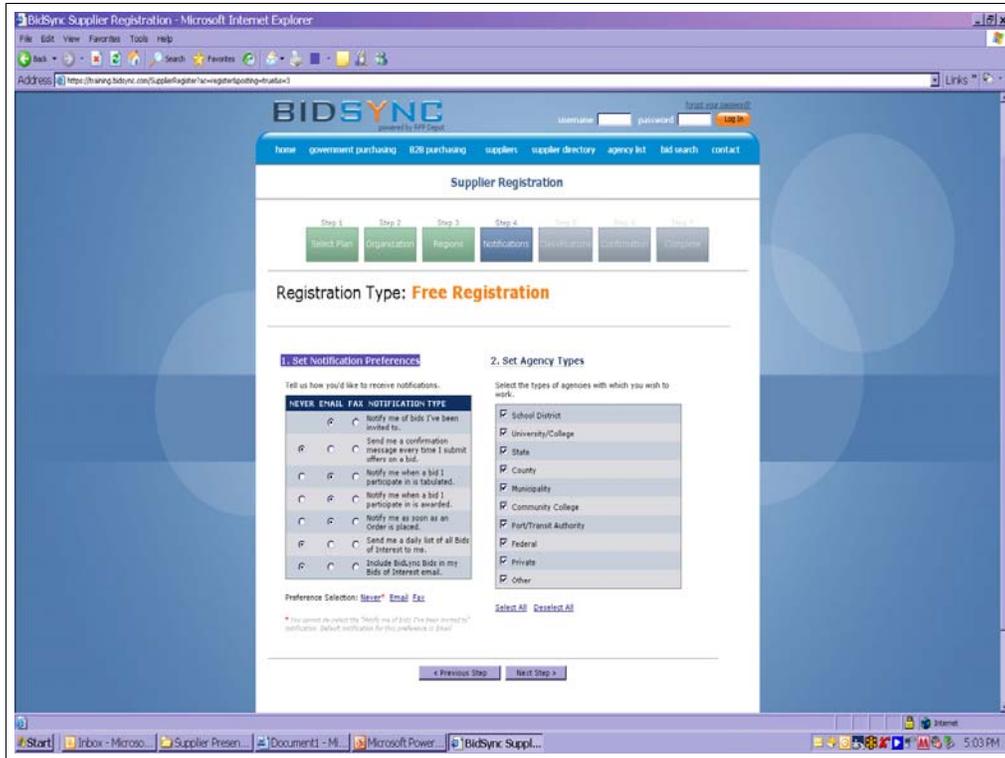


Looking at the Region choices, you will see a “+” sign next to each selection box. Clicking on the “+” sign opens up an expanded list of choices within each state. We’ve clicked on the “+” sign next to California. Notice that it now allows you to choose individual counties within the State of California. If you conduct business in all counties within California, check the main California box and this will automatically select all California counties for you. If you sell commodities or goods that you ship all over the State of California, this could work for you. If you don’t provide goods or services throughout the entire state, you could narrow down your selection and indicate which counties you do work in. You *do* want to check the box next to The State of California. Checking this box means that you will receive solicitations from the State of California government.

So for our example, we’ve selected the main California box that highlighted all the counties in California. Including The State of California.

Once you’ve made all your regional selections, click Next Step.

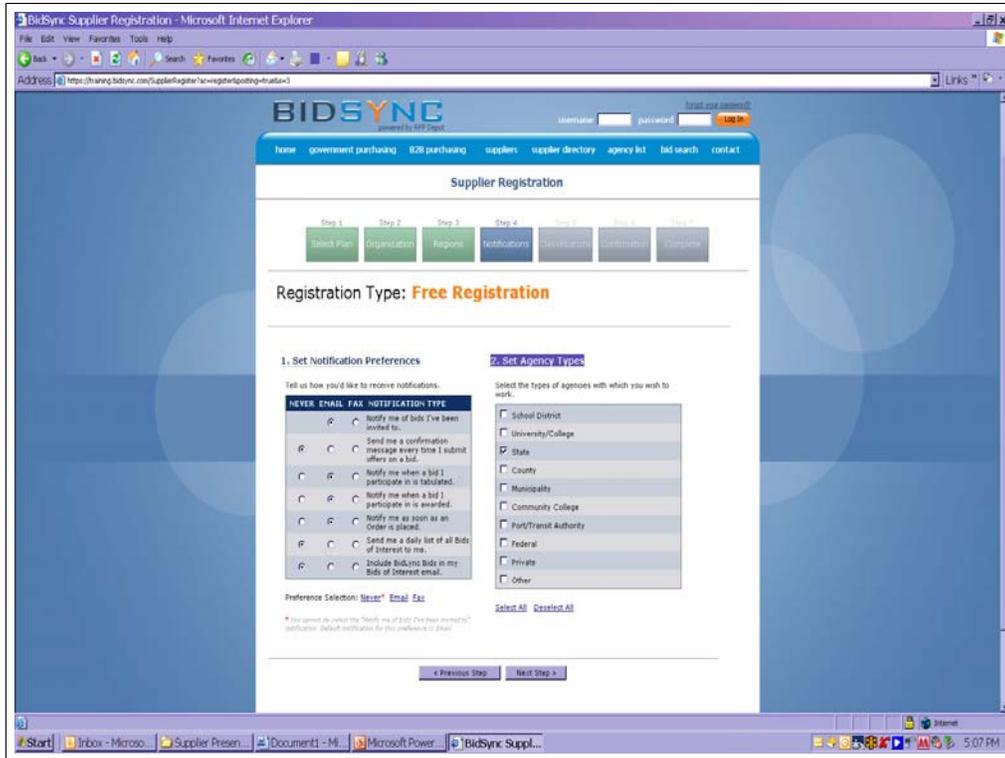
Instructor Note: Click to next slide



Now we're in Step 4 Notifications – This is step is broke down into two parts:

Part 1 to the left of the screen is Set Notification Preferences - Here is where you will set how and when you wish to be notified of various activities. Read each statement and indicate your notification preference by selecting Never, meaning you do not want to receive notifications of this activity, or that you wish to receive notifications by email or fax. For example, do you want to receive a confirmation every time you submit an offer on a bid? If so, select ether email or fax as your preferred notification method. If you don't wish to receive a confirmation when you submit offers, then check Never. *We want you to take special note of the last notification option on this list, "Include BidLync Bids..."* This ties back to Step 1, in which you made the selection between the pay-service BidLync and the free State of California service. Remember that BidLync is a pay-for service that provides for additional services that our eProcurement contractor, BidSync, offers for a fee. Be aware that if you select the email or fax button here, you will receive a request from BidLync to pay a fee for this additional service. Strike it Rich is going to select Never on this item, because we do not want to join the pay-for service option.

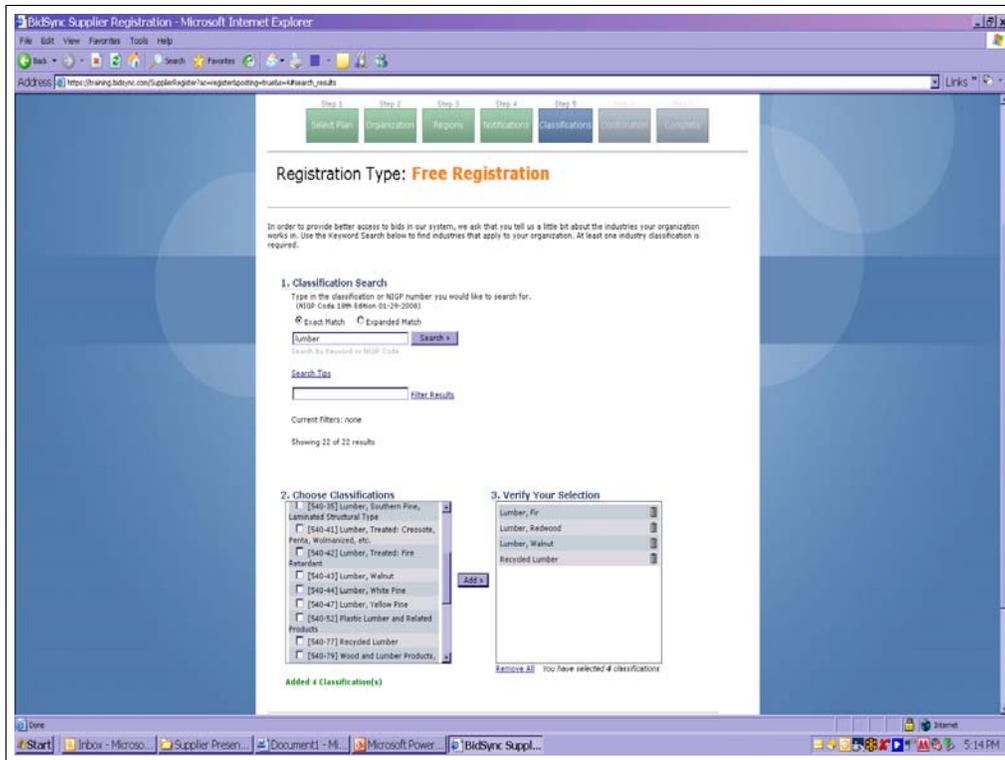
Instructor Note: Click to next slide



Part 2 to the right of the screen is where you will select the types of Agencies you want to do business with. The button next to State refers to the State of California government. You may also select to do business with county governments, municipalities, etc. But note once again, some, not necessarily all, of these other entities may charge a fee to bid on their solicitations. At this time, Strike it Rich is only going to be doing business with the State of California, so we're going to once again *Deselect All* at the bottom of this part and then select State individually. As we've mentioned, the State of California does not charge for this service.

Once you've selected your notifications, click on next step to move on.

Instructor Note: Click to next slide



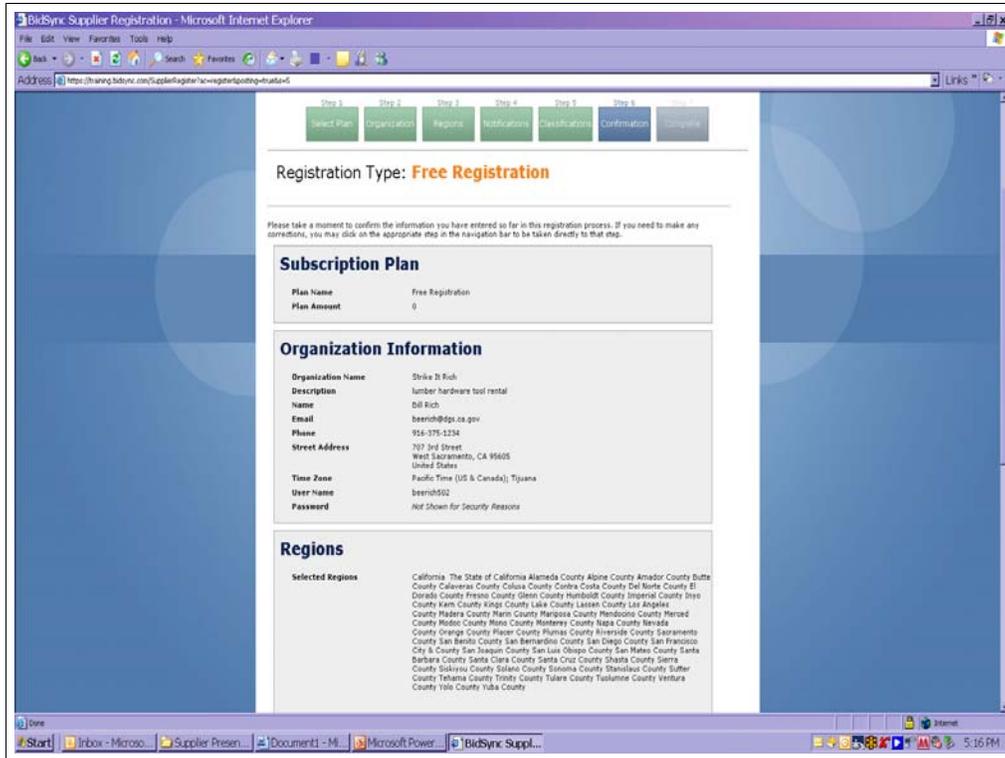
Now we're in Step 5 Classification - This is where you are asked to type in the classification number(s) that describe your businesses goods or services.

At this point let me explain: There are various *Classification Systems* used throughout the industries to classify your business. Some of you may also be accustomed to using such codes as the Standard Industry Codes or the North American Industrial Classification System codes. For this particular step, BidSync, the vendor who is hosting our eProcurement system, requires that NIGP codes, or National Institute of Government Purchasing codes, be entered. Later, when we finish out your registration on the State of California section of this eProcurement system, you will be using UNSPSC Codes, which stands for the United Nations Standard Product and Services Codes. We will talk about and enter those codes later in this registration process. To find the codes that we need to describe our business, Strike It Rich, we've typed in one of the products that we supply, lumber. You might want to test out the results you get using both the Exact Match or Expanded Match options. For example, selecting Expanded Match for lumber, will also find words that include the letters l-u-m-b-e-r, such as the word "Plumbers." However, it may also include a few more options for our product selection(s) that may be pertinent. We're going to select the Classifications that describe the lumber products that Strike it Rich provides.

Once selected, we'll hit the Add button to add them to our Supplier Profile. Now, just so you know, only one NIGP code listing is required for this portion of the registration process, but you may add as many as you want. You may especially want to include more NIGP codes if you have decided to go with the expanded out-of-California services that BidSync offers through BidLync.

Once you have made your classification selections, click on Next Step.

Instructor Note: Click to next slide

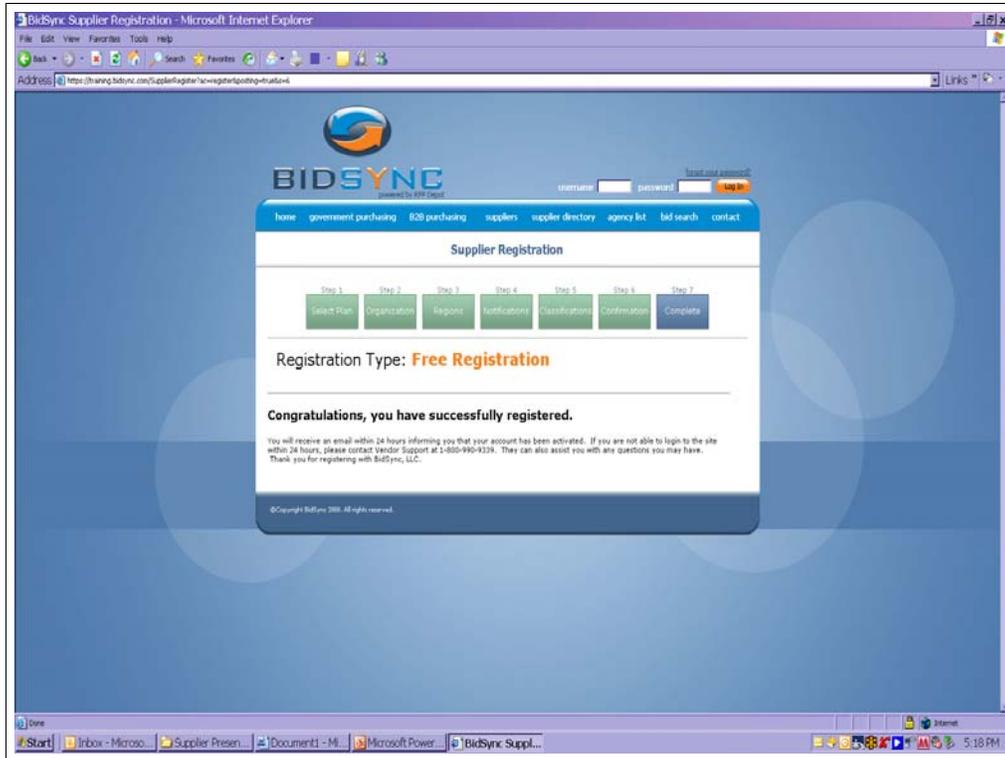


We're now at Step 6 Confirmation – Take your time and review the information on this screen and ensure that it reflects the choices you wish to make.

Read through the screen items (click forward and back after describing)

If you would like to make any changes, you can do so, by clicking on one of the green Step buttons at the top of the page.

Instructor Note: Click to next slide



Congratulations, you're now at Step 7 You Have Successfully Registered — so far. These 7 Steps have created your user login and supplier profile.

The next *critical* step to complete your registration process is to provide some required information for the State of California section of the eProcurement system.

Now this is what happens next:

In about 24 hours, sometimes less, you will receive an email letting you know that your BidSync profile has been processed.

Instructor Note: Click to next slide

*Note: Only your username is included in the confirmation email.
Keep a copy of this email for your records.*



Welcome to BidSync! Your FREE account is now active. Please go to www.bidsync.com and login using the username and password you created. You will need to accept the terms and conditions and review your "Account Profile Setup". This should only take a few minutes.

IMPORTANT: Please review the following sections of the Account Profile Setup. Pay extra attention to the Classification section to ensure that you receive all relevant bid notifications:

- Regions (areas in which you do business)
- Classifications (codes that describe your products and/or services)
- Notification Types (how you would like to be notified of bid opportunities, fax/email)
- Agency Types (the type of agencies you are most interested in doing business with)

Your username is: **Consulting**

If you cannot remember your password, please click on the following link:
<http://www.bidsync.com/DPX?ac=loginexception&src=dpx&pwdhint=y>

All of the information that you submitted during registration including your username and password can be edited under the "Tools" tab in your account. You must be logged in to view this tab.

If you need assistance with your account or have questions about the functionality of our system, please contact Vendor Support at 1-800-990-9339, Monday through Friday during normal business hours.

Cordially,

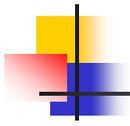
Vendor Support
1-800-990-9339
vendorsupport@bidsync.com
BIDSYNC

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Here is an example of what your confirmation email will look like.

If, after 24 hours, you do not receive notification that your profile has been processed, don't panic. Simply choose the link title "Register for eProcurement Access (BidSync)" from the eProcurement homepage, or type in www.BidSync.com, and enter your new username and password to access your profile.

Instructor Note: Click to next slide



Registration Validation

– Within 24 Hours –

- Receiving a confirmation e-mail from BidSync
- Login using your new username and password
- Accept BidSync's Supplier Terms and Conditions

Registration Validation is the start of Step 2 of the eProcurement registration process. It includes:

Receiving the confirmation email

Logging back into the eProcurement system using your new username and password

And accepting BidSync's Terms and Conditions

Instructor Notes: Click to next slide



Alright, so you've received your notification email from BidSync and now you need to login to validate your registration and complete the required State of California registration process. You're going to either use the link from the eProcurement homepage, or go to BidySync.com.

When you arrive at the BidSync site, you'll see a button at the upper right of the screen that says "Secure Login". Click this button and a space to type in your username and password will appear. Type in the username and password you created in the first half of this process.

For our training purposes, we've typed in our username and password to access our *Strike It Rich* business account.

Instructor Note: Click for next slide

The first time you log in you will need to accept BidSync's Terms and Conditions to continue.



BIDSYNC

BIDSYNC TERMS AND CONDITIONS

Supplier User Agreement
Below are the terms and conditions under which you (as a Supplier) may have access to our online auction system to respond to requests for quotes, proposals and information. By accessing our system, you agree to these terms and conditions.

We may amend this agreement at any time by posting the amended terms on our site. Except as stated below, all amended terms will automatically be effective ten (10) days after they are initially posted on our site. This Agreement may not be otherwise amended except in writing signed by you and us (BidSync, LLC; hereinafter referred to as "BidSync")

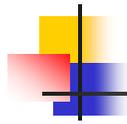
1. Eligibility. The BidSync system is available only to individuals and entities that can form legally binding contracts under applicable law.

[View Printable Version of Supplier Agreement](#)

I have read and accepted the User Agreement

At this point BidSync's Supplier Terms and Conditions will appear, please read them carefully and click Yes to agree.

Instructor Notes: Click to next slide



Confirm your Profile

1. Confirm your registration information
2. Choose your **UNSPSC** classifications
3. Link your BidSync Registration with the State of California
4. SB / DVBE Certification

Once you've validated your registration and you are in the eProcurement system, you will be going through the following steps to confirm your profile.

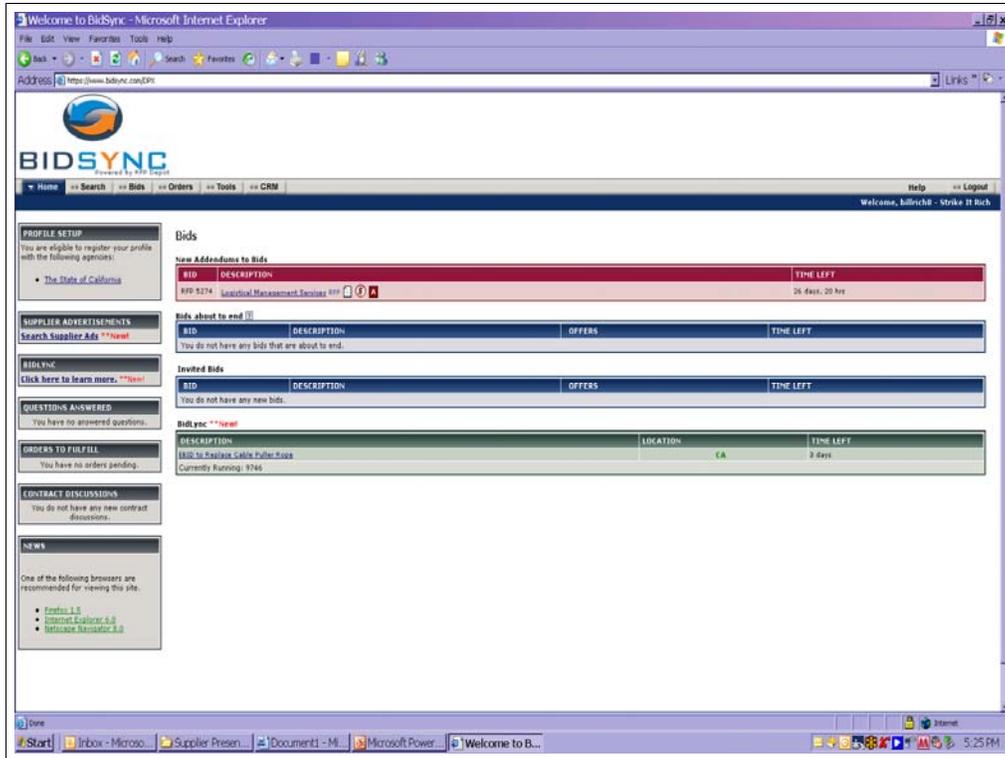
You will:

Confirm your registration information

You will be choosing the UNSPSC classifications that match your business' goods or services

You will link together the BidSync Registration that you created in the first half of this process with the second half of this process by filling out the required information for the State of California system

And, if you are a certified Small Business or DVBE, you will verify your business status. And, if you so choose, renew or apply for certification at that time.



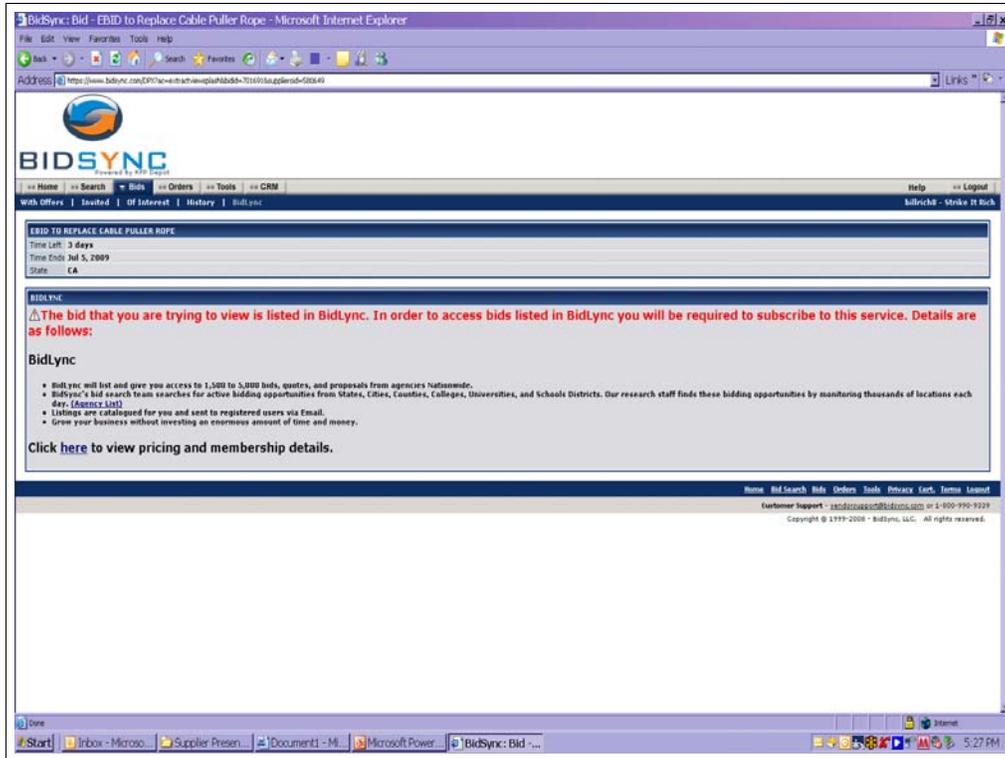
Once you have accepted BidSync's Supplier Terms and Conditions, you will see your Supplier/Vendor Home Page.

You will not only see your business name and login listed at the top right, but you will also see a number of options available to you along the left side of the page and with the tabs at the top.

Please note in the Bids section in the middle of the page, you'll see a few open solicitations listed under the BidLync category. These are provided to you by the vendor, BidSync, as solicitations you may wish to look into. However, please remember that these solicitations are provided by the BidLync pay for subscription service that we opted not to select in the first portion of the registration process. The solicitations that are listed under BidLync will include those that are not necessarily posted by the State of California. These are just suggested solicitations by the eProcurement vendor, BidSync.

Let me show you what you will see if you chose to click on one of the BidLync solicitations.

Instructor Note: Click to next slide

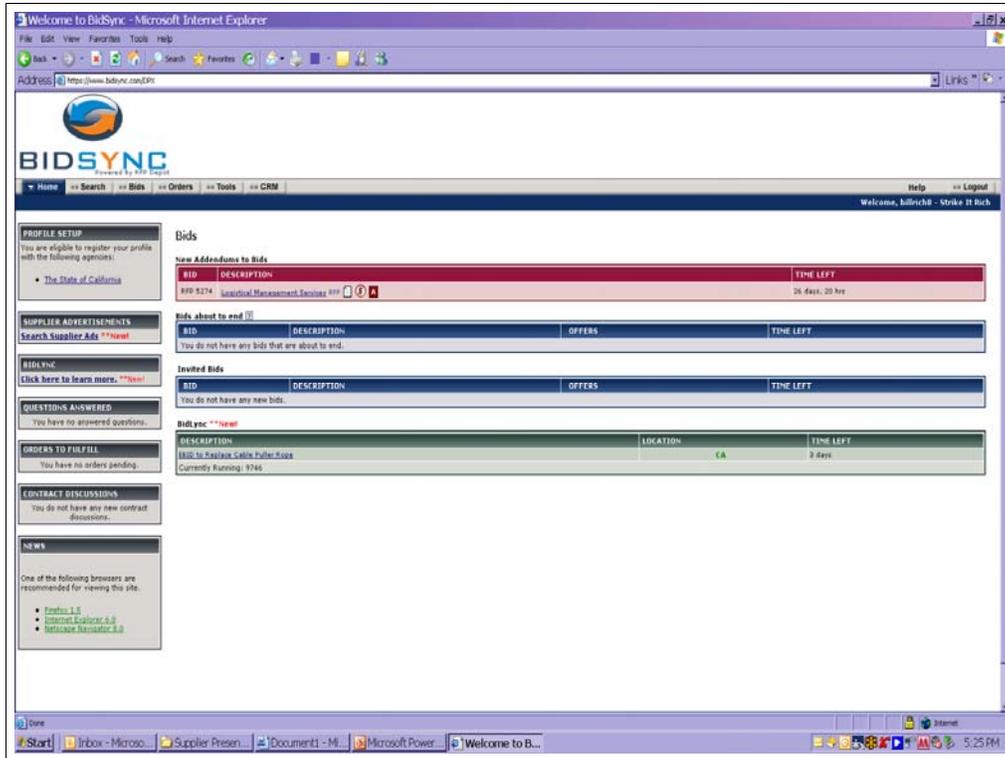


You will receive a notification in red stating “The bid that you are trying to view is listed in Bidlync. In order to access bids that are listed in Bidlync you will be required to subscribe to this service.”

So at this point let me re-emphasize that there is no fee for doing business with the State of California through the eProcurement System.

Let’s go back to your Supplier/Vendor homepage by hitting the Home tab at the top of the screen.

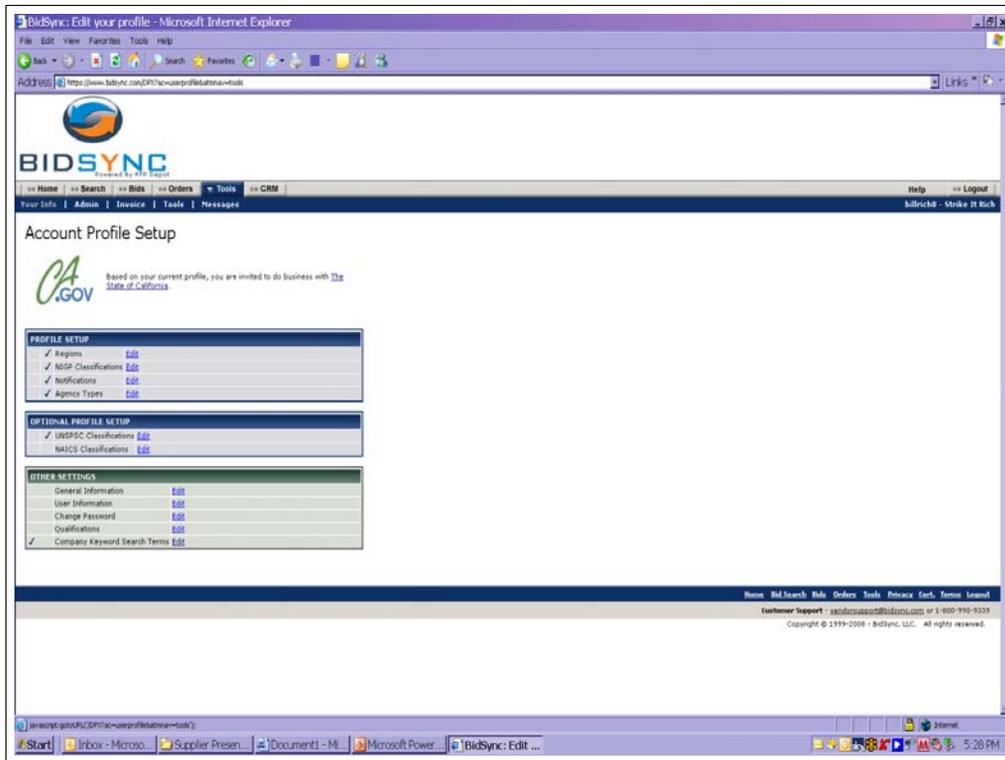
Instructor Note: Click for next slide



Once you are back at your homepage, the next step you should do is verify your registration information. Remember this is Your Supplier/Vendor homepage so at anytime you can log on to make edits to your profile. The following steps will help you do that should that need ever arise.

Let's click on the Tools Tab.

Instructor Note: Click for next slide



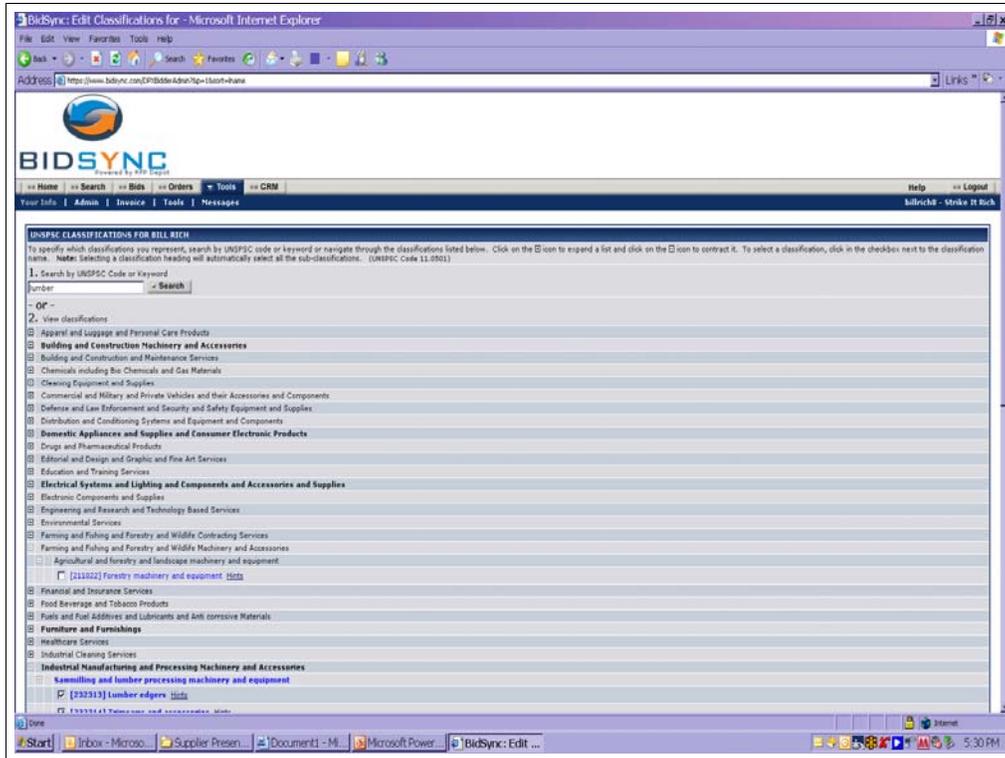
Clicking on Tools will take you to your Account Profile set up. Here is where we're going to continue the process of setting up your eprocurement registration and make any edits to our profile.

You'll notice 3 boxes on the screen.

This first box shows the Profile Setup we established in the first half of today's training. You'll notice the check marks indicating each of the items we completed this morning, Regions, NIGP Classifications, Notifications, and Agency Types. Notice that there's an edit link for each one of these items. Simply click on the Edit link and make whatever changes you want to.

The second box is labeled "Optional Profile Setup." However, although it says optional, it is *not optional*. The State of California requires the use of the UNSPSC Codes or the United Nations Standard Product and Service Codes, so you'll need to input these here. We're going to do that by clicking on the edit link next to UNSPSC Classifications.

Instructor Notes: Click for next slide



Do you notice the similarity to NIGP classification that we did earlier? You will conduct this search the same way, by entering the names of the goods or services that your business contracts for with the State of California, and then hitting the Search button. It is important to do this section because classification codes are the tools that the eProcurement system uses to decide whether to notify you about specific solicitations.

You may notice that some classifications have automatically populated here based on the NIGP codes that were selected earlier. So you should review the pre selected codes. You may see some are highlighted in blue, or you may see some categories that are in bold print. The bold print identifies that there are subcategories that have been chosen and those subcategories will appear in blue print. To access the subcategories click on the "+" sign next to the bolded text. Clear those that don't apply or choose ones that do. Or you can even click on the deselect button at the bottom of the page and start a fresh search.

Now, before we move on, let me give you a little insight about the United Nations Standard Product and Services Codes. This is a global classification system that is used internationally. So some of the words we use to describe goods or services here in the United States may not be the same words used to describe the same good or service elsewhere in the world. For example, we say copy machines. Internationally they may be known as duplication machines. If you are not seeing classifications that seem to describe your good or service accurately, try entering in more than one word that describes your goods or services. For example, you may enter the words trash, garbage, or rubbish. Or you may enter the words landscaping or shrubbery.

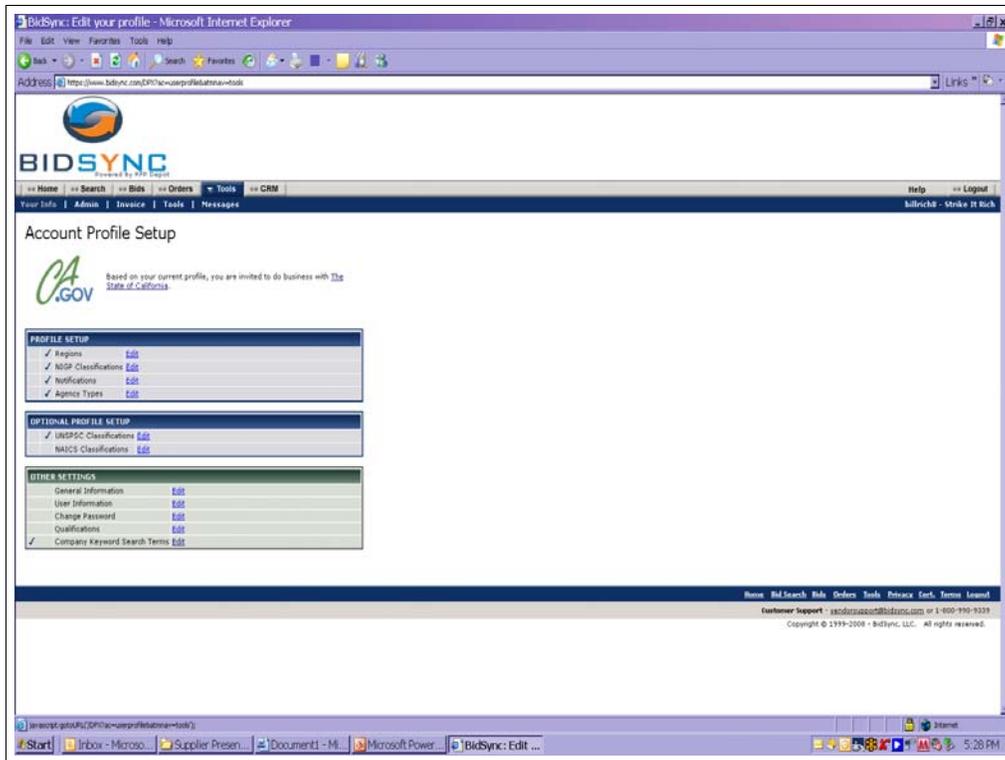
For more information on United Nations Standard Produce and Service Codes there is a information available on their website, www.unspsc.org. We'll give you this link again, on a PowerPoint slide, shortly and at the end of the video.

If you are currently or previously a Small Business/DVBE, or plan on applying for certification, please be aware that you will have to enter the UNSPSC codes again during the certification process. What is recommended for you to do is choose only one (1) UNSPSC code at this time and choose ALL of your main UNSPSC codes during your certification process. That way your business will be found by California State buyers who are looking for goods and/or services from Small Business/DVBES specifically as well as across the board.

At this time don't worry if you've missed classifying a good or service, you can always come back to your Account Profile Setup screen and make changes updates to your account whenever you need to.

Once you have chosen your UNSPSC codes click Save at the bottom of the screen and you will return to the Account Profile Setup screen.

Instructor Note: Click for next slide

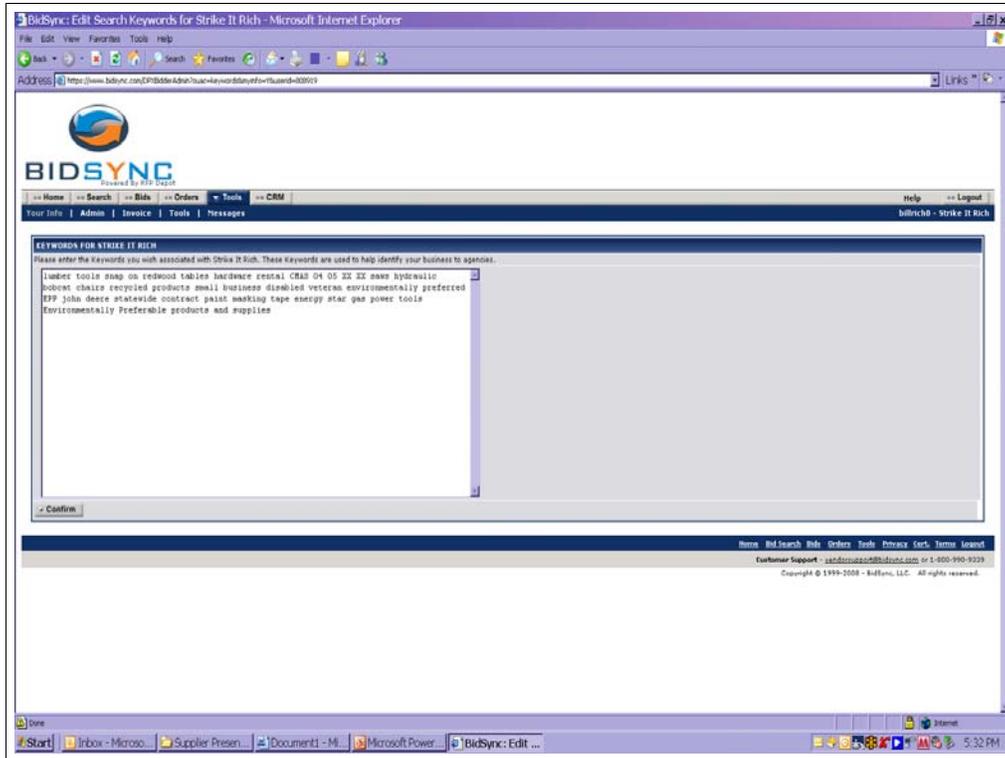


Once you're back at the Account Profile Setup screen, you'll notice under **Optional Profile Setup** there is also a line for **NAICS Classifications**. The NAICS are the North American Industrial Classification System. This is yet another classification system that can be used. If you are familiar with these codes and have used them in the past, feel free to use them here. However, they are not required to complete the registration process, filling in the UNSPSC codes as we just did *is* required.

And then there's the third box titled **Other Settings**. The first three options in this box, **General Information**, **User Information**, and **Change Password** are where you can go in and update or change the information that was entered earlier. By clicking **Edit** to the side of each line you can update your business name, address, etc., or change your user password. **Strike it Rich** doesn't want to make any changes to this information at this time, but we do want to add in some **Key Words** to our profile and check our business certification **Qualifications**.

To add in **Keywords** to your Account profile, click on the **Edit** button next to **Company Keyword Search Terms**.

Instructor Note: Click for next slide



Key Words describe what you sell or what your business does. These Key Words are used by State of California buyers to help locate suppliers or vendors. The Key Words feature is similar to the former *Subscription Outreach Service* or *SOS* feature in the former California State Contracts Register. However, where *Subscription Outreach Services* was limited to 250 characters, the new eProcurement system allows up to 500 characters.

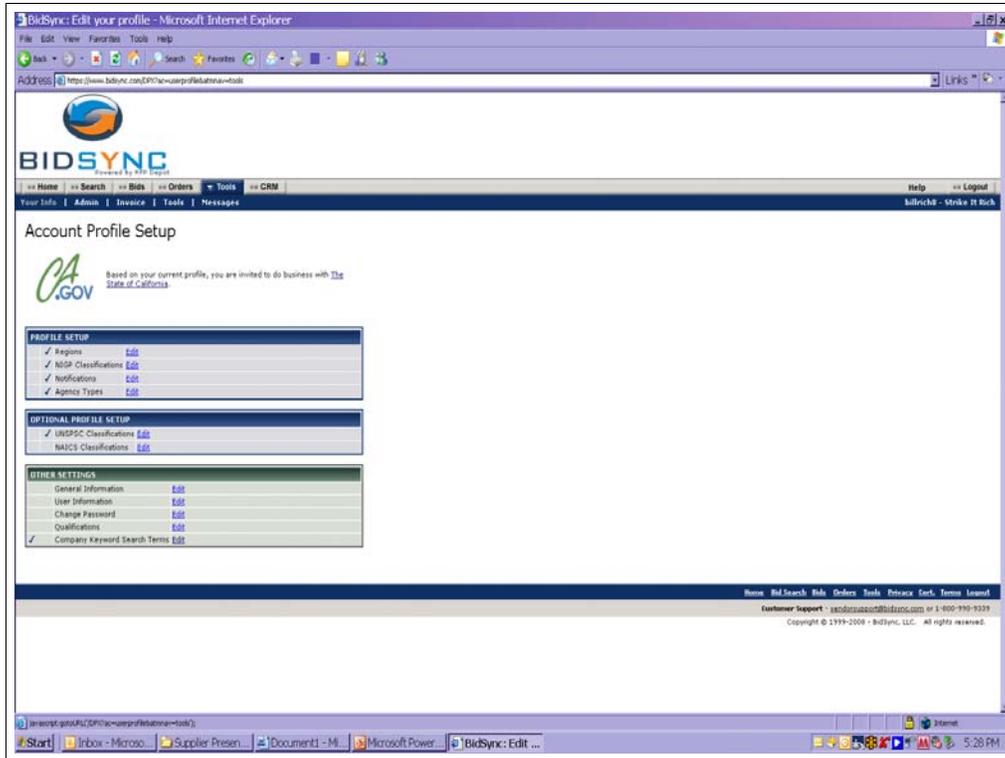
Type in the items you sell such as tables, chairs, tools, hardware, etc. Or list services you provide such as landscaping, consultant, programming, etc. It's also okay to list a brand name that you offer; Cisco, Hewlett Packard, Bobcat, et

Narrative sentences are not appropriate for this section. If you're listed as a vendor on a CMAS contract, you can list the CMAS contract number here. Or if you provide Environmentally Preferred products, listing the words Environmentally Preferred or "EPP" for Environmentally Preferred Purchasing here can help the State of California buyers find that category of purchasing.

A tip for entering in your keywords: There is no punctuation needed here just type in a word, placing a space between each words.

Once again, don't worry if you can't think of everything now, you can always go back and edit this section at any time. When you have entered your keywords on this page, click on the Confirm button at the bottom of the page. Clicking on Confirm will take you back to the Account Profile Setup page.

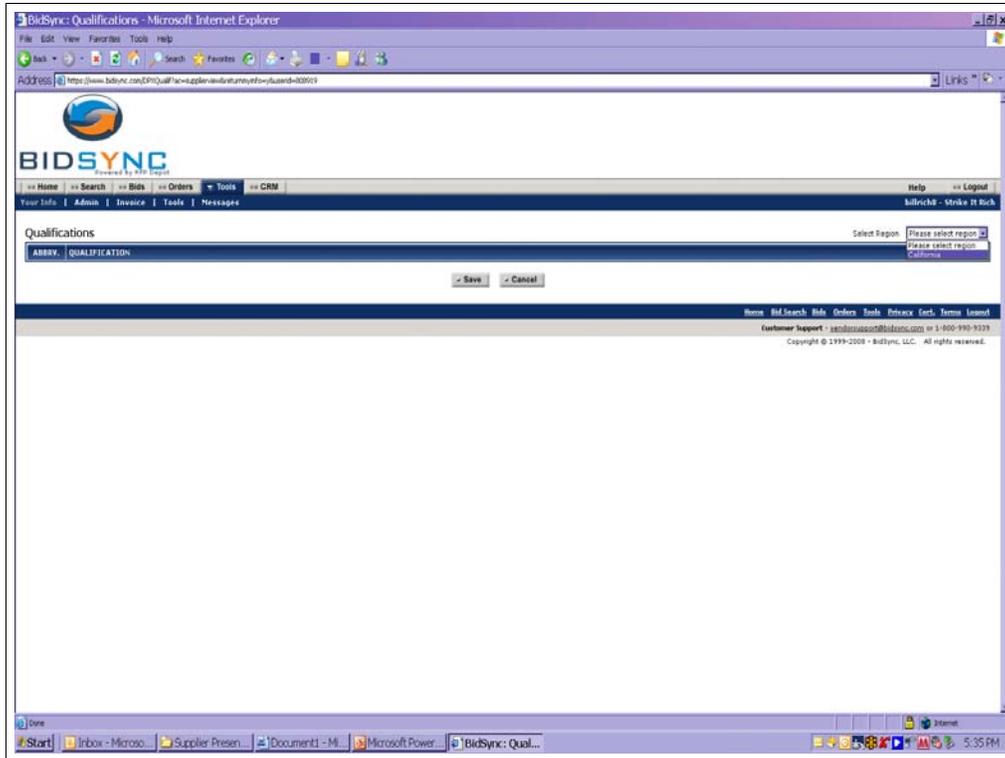
Instructor Notes: Click for next slide



Right above Company Keywords Search Terms in the Other Setting box is the *Qualifications* setting.

Click on the Edit link for this section next.

Instructor Notes: Click for next slide



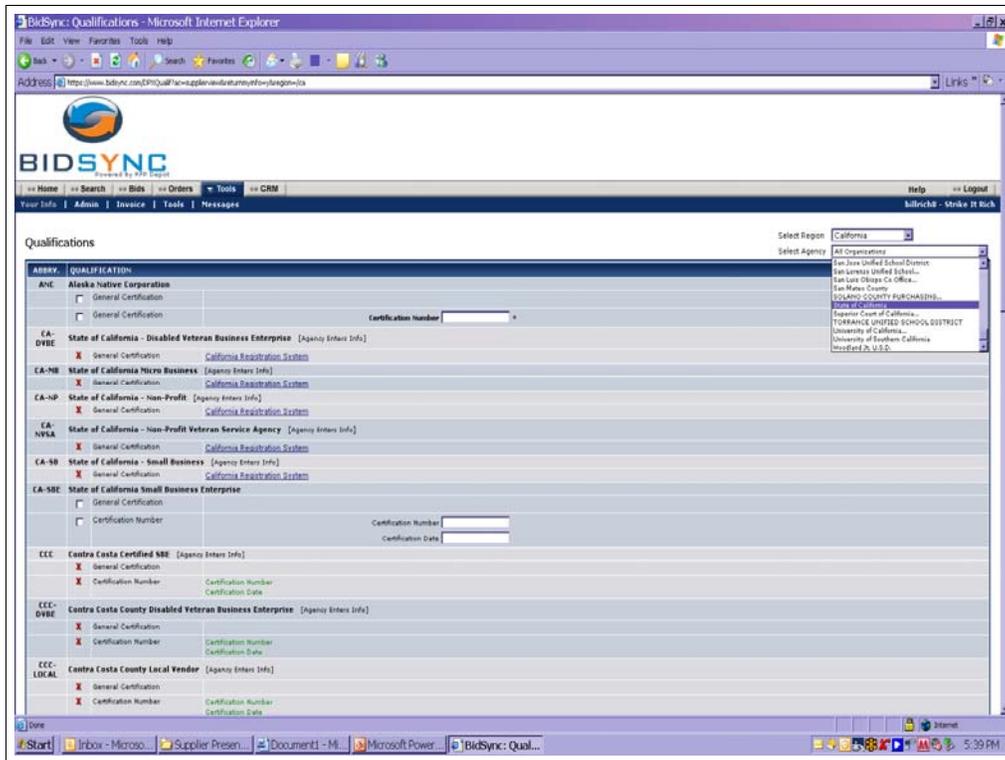
Clicking on this Edit link takes us the Qualifications page.

This page will display the types of business certifications that are available for procurements.

To see the business certifications that are available for State of California contracts, click on the down arrow button by the field labeled, “Select Region” at the top right of the page.

Then select California as your Region.

Instructor Note: Click for next slide

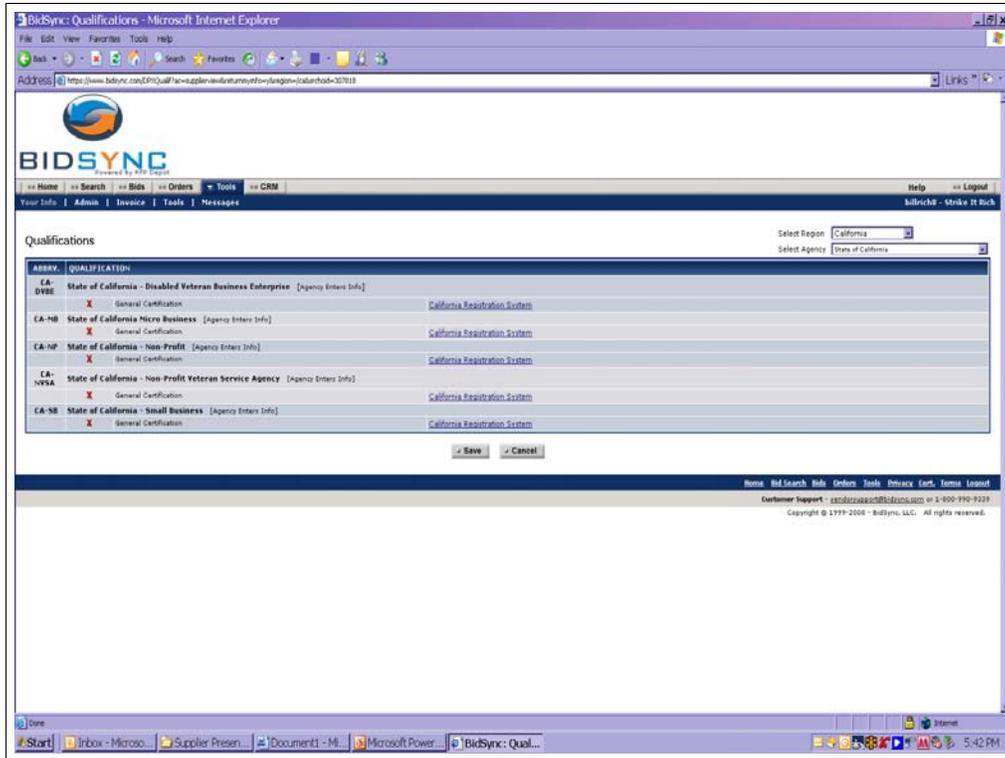


Another drop down menu appears.

Click on that drop down arrow next to **Select Agency**, also at the top right of the screen, and select **State of California**, the agencies are listed in alphabetical order.

This will narrow down the qualifications selections to certifications used within Agencies of the **State of California** government.

Instructor Note: Click for next slide

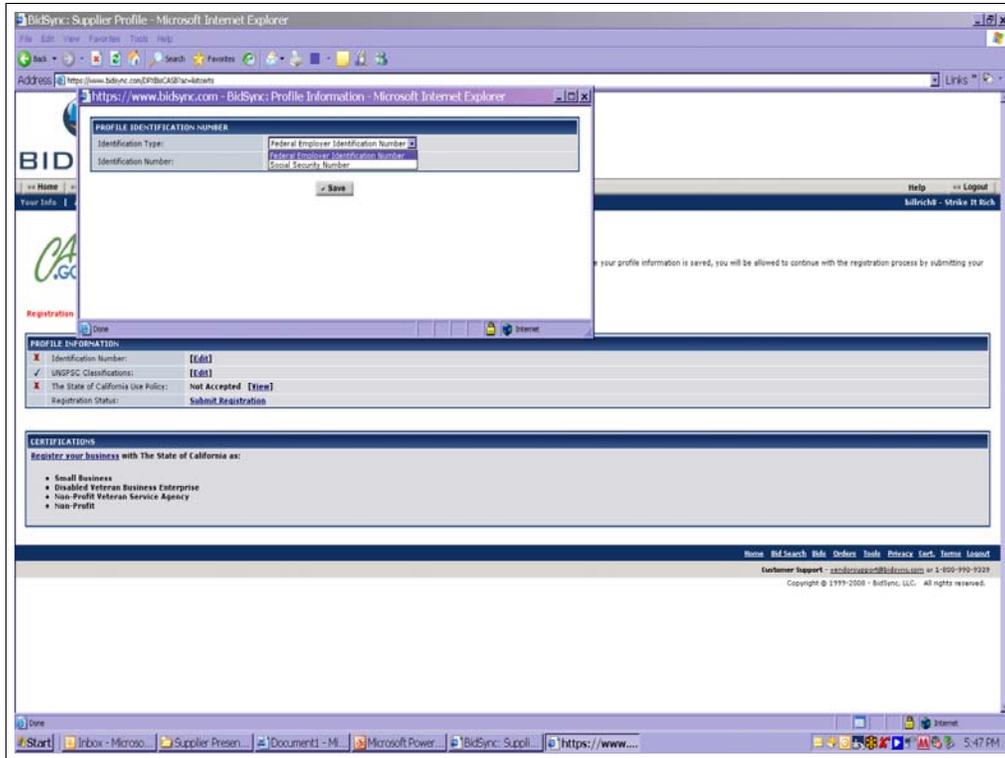


You can look at this information to see if you are certified as any of the listed qualifications.

If you see a RED X beneath a listing, it means that you are not recognized as having that certification. For example, our company Strike It Rich has a red x beneath State of California – Disabled Veteran Business Enterprise. This means that our business is not certified as a California DVBE.

Let's see what would happen if we were to click on the link that says California Registration System link.....

Instructor Notes: Click for next slide

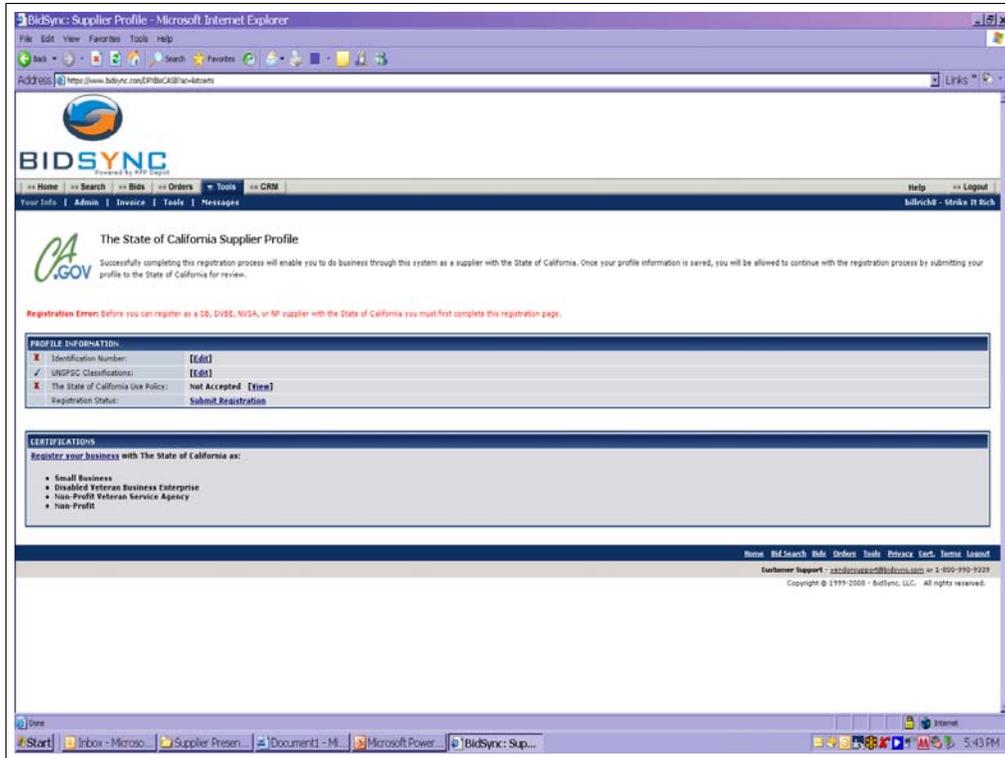


This Profile Identification Number refers to your Employer ID Number. Enter in your Federal Employer Identification Number or your Social Security Number, whichever number you use when identifying yourself to the Federal Government for tax purposes.

PLEASE NOTE: If you are a certified California Small Business, Disabled Veterans Business Enterprise, Non-Profit or Disabled Veterans Service Agency and in your last certification application or renewal you used your SSN number to register as a certified business, *please use that same number again. Even if you have since acquired a Federal Employer Identification Number.* This is another one of those areas of your eProcurement registration where it is critical that you enter your information in as it appeared in the pre-existing system. If you were known by your social security number in the old system, use it again here. If you have acquired a FEIN or Federal Employer ID number since then, and that information was not updated in the old system, at this time, we are asking that you have that updated on your records by contacting our Office of Small Business and DVBE Services. We'll be providing you with their phone number and email address at the end of the registration process and at the end of the certification process.

This information is required to complete your eProcurement registration , so fill out this window and hit save.

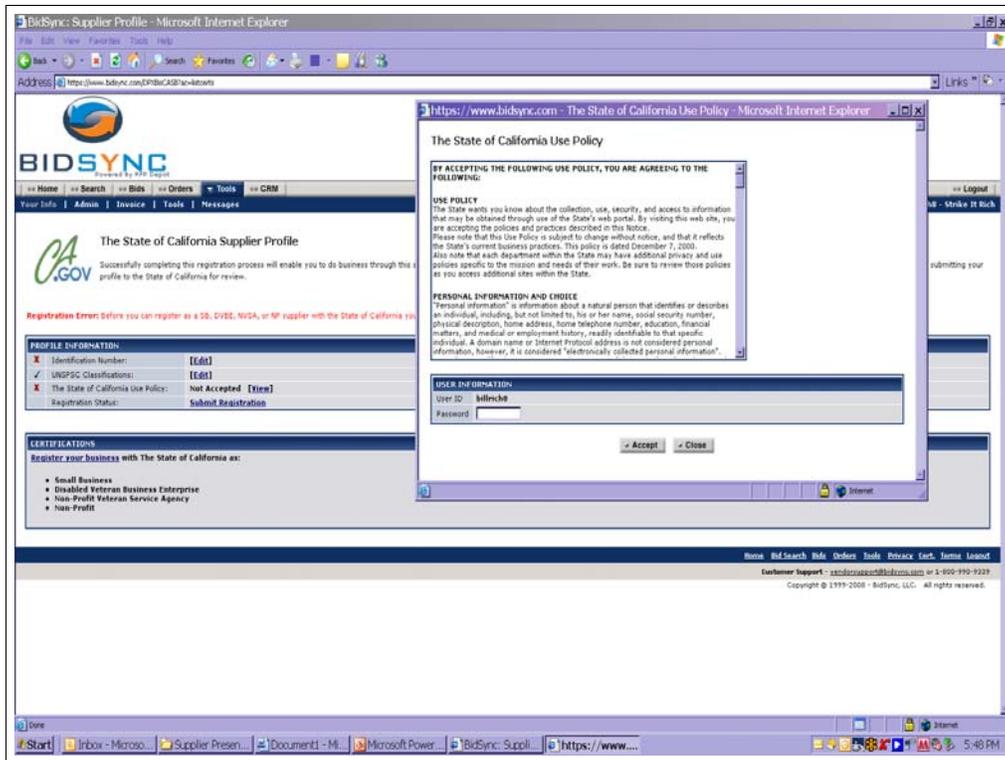
Instructor Notes: Click for next slide



The next red X we need to clear is the State of California Use Policy.

Click on the View link next to this item.

Instructor Notes: Click for next slide



Clicking on that View link opens up a second window on your screen with the State of California Use Policy.

Please read the policy, and once you have done so, indicate your acceptance by entering in your user password on the blank under User Information. Your User ID will be provided for you.

Then click the Accept button.

Instructor Notes: Click for next slide

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CA.GOV The State of California Supplier Profile
Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

PROFILE INFORMATION	
✓ Federal Employer Identification Number:	943302125 [Edit]
✓ UNSPSC Classifications:	[Edit]
✓ The State of California Use Policy:	Accepted [View]
Registration Status:	Submit Registration

CERTIFICATIONS
Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

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Once you have addressed all the red x'd items, they will be replaced with blue check marks. This is what your screen should look like.

And hit **Submit Registration**

Instructor Notes: Click for next slide

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CA.GOV The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

Your profile has been successfully submitted.

PROFILE INFORMATION	
✓ Federal Employer Identification Number:	943302125
✓ UNSPSC Classifications:	[Edit]
✓ The State of California Use Policy:	Accepted [View]
Registration Status:	Registered

CERTIFICATIONS

Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

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Your status could say one of two things: It may say Registered or Pending.

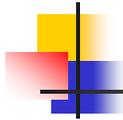
If the Registration Status indicates *Pending* call 1-800-990-9339 ext. 1 for assistance.

Now, if you are a Small Business or DVBE that *is* renewing or applying for certification, you are going to move on to the third box on this screen, which is Certification.

If you are not planning on applying or renewing for SB/DVBE Certification, then congratulations, your registration process is complete.

Now don't stop viewing, let's do a quick recap and get some helpful links and phone numbers.

Instructor Notes: Click for next slide



Things to Remember

1. You must create a profile and validate your information for the State of California registration process
2. If you are already certified, you do not need to resubmit for certification
3. Various fees possible if you expand beyond California.

Registration is a 2-part process, you must create your username and profile in the first part, wait until you receive an email confirmation that this information has been placed in the system; then re-enter the BidSync website to complete your UNSPSC classifications and other California State requirements.

If you are already a California certified Small Business or Disabled Veterans Business Enterprise, you do not need to resubmit or reapply for certification. Your certification information has already been passed to the eProcurement system. You still need to create an eProcurement login, verify that any information on your User Profile is accurate, and complete the other California State requirements.

And finally, the State of California does not pass any fees to businesses in order to access our solicitations. However, if you wish to access and bid on solicitations outside of California State government solicitations, there may be fees associated with doing that.

Instructor Notes: Click for next slide

Helpful links and numbers:

Dept of General Services Resources:

- eprocure@dgs.ca.gov – DGS eProcurement email questions
- 916 375-2000 – DGS eProcurement Hotline (M-F 8am – 5pm)
- OSDCHelp@dgs.ca.gov – Email assistance with Certification - CA Office of Small Business Certification
- www.pd.dgs.ca.gov – For General Information - DGS Procurement Division
- ADVOCATE@dgs.ca.gov - 1-800-559-5529– Email and phone help with certification, outreach events, how to do business with the State, etc.

Outside DGS:

- www.unspsc.org – United Nations Standard Product & Services Code info – **Version 11.05**
- vendorsupport@bidsync.com – Email Bidsync – System Customer Support
- Phone: 800 990-9339 Option 1 – Bidsync Customer Service

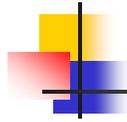
Before we conclude with the Supplier/Vendor California Registration process and move into the Certification process, here's a list of helpful links and numbers:

For questions regarding the eProcurement system, you can email the eProcurement team at eprocure@dgs.ca.gov. They also have a hotline available, 916 375-2000 which is available Monday through Friday, 8am to 5pm.

For questions regarding Small Business or Disabled Veterans Business Enterprise certification, contact the Office of Small Business and DVBE Services at: OSDCHelp@dgs.ca.gov. For example, you would use this email address if you have recently been issued a Federal Employer ID number and need to have your certification information updated to reflect this.

Next is the DGS Procurement Divisions website, where we started out today: www.dgs.ca.gov/pd. Here you will find general information provided by the DGS Procurement Division. This is the site where we clicked on and accessed the eProcurement homepage.

If you'd like information on how to get Small Business or DVBE certification, how to do business with the State of California, and other information about the SB/DVBE events, you can contact the Small Business/DVBE Outreach and Communications section at:



Cal-PCA Supplier/Vendor Training – eProcurement

**This concludes the eProcurement
Supplier/Vendor Registration portion of this
presentation.**

**The next portion of this presentation will be on
the SB/DVBE Certification process.**

Thank You and Have A Nice Day.

**This concludes the Supplier/Vendor
Registration portion of our training. The
next portion we are going to be going over
is the Small Business and DVBE
Certification process.**

**If the next portion of this training video
does not pertain to you or your business
then I would, on behalf of the Department
of General Services, Procurement
Division, and the California Procurement
and Contracting Academy wish to thank
you for viewing have a great day.**

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CA.GOV The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

Your profile has been successfully submitted.

PROFILE INFORMATION	
✓ Federal Employer Identification Number:	943302125
✓ UNSPSC Classifications:	[Edit]
✓ The State of California Use Policy:	Accepted [View]
Registration Status:	Registered

CERTIFICATIONS

[Register your business](#) with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

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Thank you for continuing to watch our Supplier/Vendor Training Video for the eProcurement system. We're now going to go through the SB.DVBE certification process which is the second box on your screen.

This is the screen we left off on and your Registration Status should say Registered.

If the Registration Status indicates *Pending* call 1-800-990-9339 ext. 1 for assistance.

Otherwise, if you are a Small Business or Disabled Veteran Business Enterprise click the [Register your business](#) link.

Instructor Notes: Click for next slide

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CALIFORNIA PROFILE

BidSync Supplier Name Consulting Supplier Number 101

No Active Profile

View Options

Edit Options [Certify With Blank Application](#)

Active Certifications [New Certification](#)

TYPE	STATUS	STATUS DATE	FROM	TO	ACTIONS
You have no active certifications					

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New, renewing, or expired applicants please look to the right of the Edit Options to locate your application options. Even though they are not shown on this screen, these will be your options:

If you are:

A New or Denied Applicant – It will say [Certify with Blank Application](#).

A Renewing Applicant – It will say [Renew Certification](#) (not shown).

A Returning Applicant – It will say [Complete SB Application](#) (not shown) and then look in the Active Certifications are under Actions to find the complete application link.

And if you are an Expired Applicant – It will say [Certify with Current Profile](#) (not shown).

Instructor Notes: Click for next slide

The screenshot shows the BIDS SYNC website interface. At the top is the logo and navigation menu. Below are three certification selection forms:

- Small Business(SB) and/or Disabled Veteran Business Enterprise (DVBE):**
 - CERTIFICATION TYPES:**
 - Small Business (SB)
 - Disabled Veteran Business Enterprise (DVBE)
 - BUSINESS TYPES:**
 - Construction
 - Service
 - Non-Manufacturer
 - Manufacturer
 - Next >>
- Non-Profit Veteran Service Agency (NVSA):**
 - CERTIFICATION TYPES:**
 - Non-Profit Veteran Service Agency (NVSA)
 - BUSINESS TYPES:**
 - Service
 - Manufacturer
 - Next >>
- Non-Profit (NP):**
 - CERTIFICATION TYPES:**
 - Non-Profit (NP)
 - Next >>

At the bottom of the page, there is a footer with navigation links (Home, Bid Search, Bids, Orders, Tools, Privacy, Certs, Terms, Logout) and contact information for Customer Support.

There are three applications to choose from.

In the first box you will see Small Business and/or Disabled Veteran Business Enterprise. Meaning you can choose either one or both.

Choose the appropriate business type for your business. But please note you should not choose all business types listed. The Business types are as follows:

Construction: Any business that holds a valid construction contractors license from the Contractors State License Board (CSLB).

Service: Any business selling expertise, skills, knowledge, or advice rather than tangible products.

Non-manufacturer: Any business selling tangible products that they did not manufacture in their own facilities. Includes wholesale, retail, and online distribution of products purchased for resale.

Manufacturer: Any business primarily engaged in selling products manufactured in their own facilities. Must include transformation from raw or semi-finished material into a finished product. Includes wholesale, retail, and online distribution of products manufactured by the seller with his own resources.

In the second box you may choose to apply for Non-Profit Veteran Service Agency certification. If so, please select the appropriate business type; Services or Manufacturer.

And the third box is for Non-Profit organizations. Non-Profit organizations cannot receive Small Business certification; however, they can receive a Non-Profit registration with the State of California.

Make your selection and click next in the box of your selection.

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Eligibility Questions

Please click on the appropriate Yes or No answer to the following Small Business eligibility questions

SMALL BUSINESS (SB) ELIGIBILITY QUESTIONS	
1. Is the applicant firm independently owned and operated?	<input type="radio"/> Yes <input type="radio"/> No
2. Is the applicant firm dominant in its field of operation?	<input type="radio"/> Yes <input type="radio"/> No
3. Is the applicant firm's principal office located in California?	<input type="radio"/> Yes <input type="radio"/> No
4. Are the applicant firm's owners (or officers in the case of a corporation) domiciled in California?	<input type="radio"/> Yes <input type="radio"/> No
5. Together with the applicant's affiliates (if any), does the applicant firm have 100 or fewer employees?	<input type="radio"/> Yes <input type="radio"/> No

Please answer each of the following questions to see if you meet the minimum disabled veteran business enterprise (DVBE) certification eligibility requirements.

DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) ELIGIBILITY QUESTIONS	
1. Is the applicant firm's qualifying disabled veteran(s)...	
A veteran of the U.S. military, naval, or air service?	<input type="radio"/> Yes <input type="radio"/> No
Has a "service-connected" disability rating of at least 10%?	<input type="radio"/> Yes <input type="radio"/> No
Domiciled in California?	<input type="radio"/> Yes <input type="radio"/> No
2. Is the applicant business at least 51% owned by one or more disabled veterans?	<input type="radio"/> Yes <input type="radio"/> No
3. Is the applicant business managed and controlled by one or more disabled veterans?	<input type="radio"/> Yes <input type="radio"/> No
4. Is the applicant's home office located in the U.S.?	<input type="radio"/> Yes <input type="radio"/> No
5. Is the applicant's home office a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business?	<input type="radio"/> Yes <input type="radio"/> No

Previous Next

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Depending on what application you chose, will determine what this screen will look like.

For example if we were to have applied for Small Business and DVBE certification then both sets of eligibility questions would come up.

If we only applied for DVBE certification then only the eligibility questions would appear for DVBE.

And the same for the other application types. Please read the questions carefully and choose yes or no. After you've answered hit next.

Instructor Notes: Click for next slide

The screenshot shows the Bidsync website interface. At the top left is the Bidsync logo with the tagline "Powered by RFD Group". A navigation bar contains links for Home, Search, Bids, Orders, Tools, CRM, Help, and Logout. The main content area is titled "Participation Authorization and Compliance Agreement". Below the title is a scrollable text box containing the following sections:

- BY ACCEPTING THE FOLLOWING TERMS AND CONDITIONS, YOU ARE AGREEING TO THE FOLLOWING:**
- PENALTY OF PERJURY**
Any person that willfully provides false information is subject to serious penalties. The submittal of this online application must be authorized by the applicant firm's owner (or officer, in the case of a corporation) and hereby certifies that he/she has read and understands that the applicant meets the applicable Small Business and/or DBBE certification requirements under Government Code Section 14635 et seq. and/or Military and Veterans Code Section 999 et seq. and California Code of Regulations, Title 2, Section 1896 et seq. and that the foregoing statement and all information submitted herein are truthful and accurate. I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.
- VERIFICATION OR RE-VERIFICATION OF STATUS**
All applicants are subject to verification or re-verification of status at any time. Failure by a business to provide requested information that supports its eligibility, by the date and time specified by the OSCS, shall be grounds for denial or de-certification. Please also note that sanctions may be imposed for certification program misuse. (See Title 2, California Code of Regulations, Sections 1896.14, 1896.16 and 1896.70. See also Government Code, Sections 14542 and 14842.5; and Military and Veterans Code, Section 999.9; available at www.lginfo.ca.gov/.)
- USE POLICY**
The State wants you know about the collection, use, security, and access to information that may be obtained through use of the State's web portal. By visiting this web site, you are accepting the policies and practices described in this Notice.
Please note that this Use Policy is subject to change without notice, and that it reflects the State's current business practices. This policy is dated December 7, 2000.
Also note that each department within the State may have additional privacy and use policies specific to the mission and needs of their work. Be sure to review those policies as you access additional sites within the State.
- PERSONAL INFORMATION AND CHOICE**
"Personal information" is information about a natural person that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history, readily identifiable to that specific individual. A domain name or Internet Protocol address is not considered personal information, however, it is considered "electronically collected personal information".

At the bottom of the scrollable area, there is a checkbox labeled "I accept the terms above." and two buttons: "Previous" and "Next".

Once you have completed your eligibility questions you will be prompted to read and accept the Participation Authorization and Compliance Agreement

These terms and conditions must be accepted to continue the online certification process. Accept them and click next.

Instructor Notes: Click for next slide

BIDSYNC
 Home Search Bids Orders Tools CRM Help Logout

To navigate click on the appropriate section

Registration Business Owners Taxes Order

CERTIFICATION TYPES
 Small Business(SB)

BUSINESS TYPES

Construction
 Service
 Non-Manufacturer
 Manufacturer

REGISTRATION DATA

FEIN [943702120]
 SSN [If you don't have a FEIN click here to use SSN instead.]
 DUNS []
 Legal Business Name [Consulting]
 Doing Business As (DBA) Name [Consulting]
 Business phone number 1 [(916) 916-9116] (optional)
 Business phone number 2 [] (optional)
 Business fax number [] (optional)
 Business web address [www.consulting.com] (optional)
 Share Data [I approve the sharing of my certification information with other government and local agencies for the purposes of participating in their business certification programs.]
 Yes No

CONTACT INFORMATION

First Name [Consulting]
 Last Name [For You]
 Email Address [comus@yahoo.com]
 Phone [(916) 916-9116] 4-4 [] (optional)
 FAX [] (optional)

MAILING ADDRESS

Street or PO Box [9118 Consul Lane]
 Country [UNITED STATES] ✓
 State [California] ✓
 City [RAGGED POINT] ✓
 Zip Code [95833] - []

PRINCIPAL ADDRESS

Street [9118 Consul Lane]
 Do not enter PO Box
 Country [UNITED STATES] ✓
 State [California] ✓
 City [RAGGED POINT] ✓
 Zip Code [95833] - []

-- Submit -- Next --

Home Bids Bidsync Orders Tools Bidsync Locks Forms Logout
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Just like in the 2 step eProcurement registration process, where boxes were highlighted after every step was completed, you'll see diamonds highlight your path through this 5 step portion of the certification process.

Be sure to review the information contained on this page.

Pay careful attention to the Federal Identification Number or Social Security Number areas on this page, as well as the city name, mailing address, and the principle address.

Please note that the principle address cannot be a P.O. Box number.

After you have typed in your information and selected from the drop menus, click next.

Instructor Notes: Click for next slide

CA.GOV Department of General Services
BUILDING GREEN BUYING GREEN WORKING GREEN

Home Search Bids Purchasing **BIS** Progress Payments Tools CRM Help Logout

Certification Search Mail Log [Back To Profile](#)

To Navigate click on the appropriate section

1 Registration 2 **Business** 3 Owners 4 Affiliates 5 Taxes 6 Other

OWNER INFORMATION

Ownership Type

Date Business Started

Tax year beginning month

Did the applicant's business structure change within the last three years? Yes No

WORKFORCE

Enter the applicant firm's average number of employees for the last four quarters, including all employees that are in California, out-of-state and/or out of the country. If you have been in business for less than a year, enter the number of employees averaged over the number of quarters that you were in business.

Number of Employees

All small business applicants must answer each of the following questions to identify potential affiliate businesses.

AFFILIATE RELATIONSHIPS

During any one (or all) of the previous three tax years, did the applicant or its individual owners/officers:

1. Have a controlling ownership interest in another business? Yes No
2. Share or have common owners with another business? Yes No
3. Share or have common management with another business? Yes No
4. Have a family member(s) engaged in a similarly or commonly related business activity as the applicant? Yes No
5. Have a financial relationship with another business, consisting of loans and/or assistance to meet bond/security or credit requirements? (Exclude those with public financial institutions.) Yes No
6. Have a contractual relationship between the applicant firm and another company consisting of assignments, and/or transfer of title(s)? Yes No
7. Share facilities, equipment or systems with another business? Yes No
8. Share employees with another business? Yes No

Please click on the appropriate Yes or No answer to the following questions regarding Small Business eligibility.

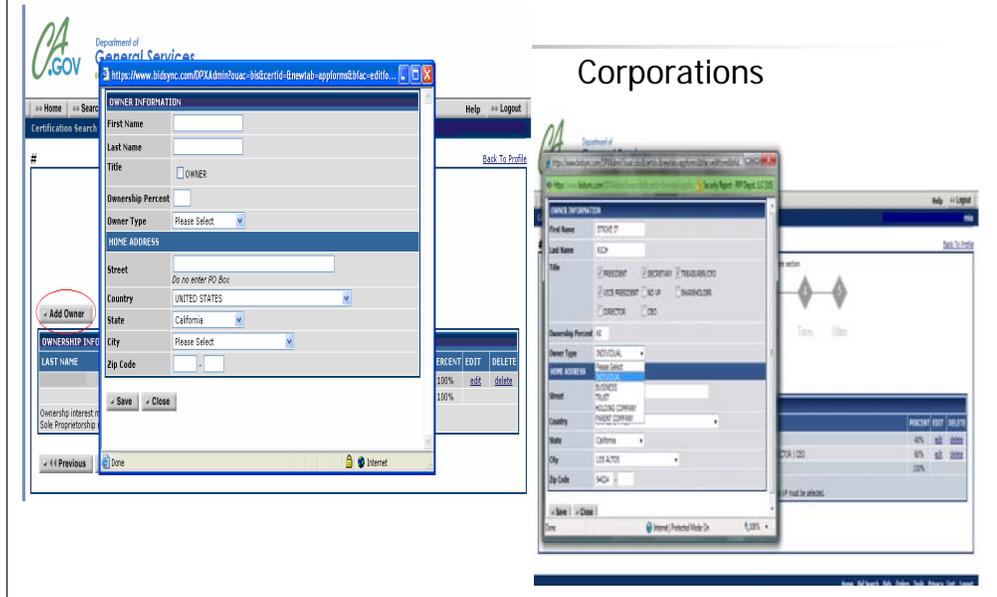
SMALL BUSINESS DEFINITION QUESTIONS

1. Is the applicant firm dominant in its field of operation?
Example: If your firm is a software company and controls the software industry within the State of California, you are considered to be dominant in your field of operation. Yes No
2. Is the applicant firm independently owned and operated?
Example: Your firm is not owned by another entity (such as a corporation) that has control over your business' day-to-day operations. Yes No

Carefully read and answer ALL of the questions located on this page and then click next.

Instructor Notes: Click for next slide

Sole Proprietorships

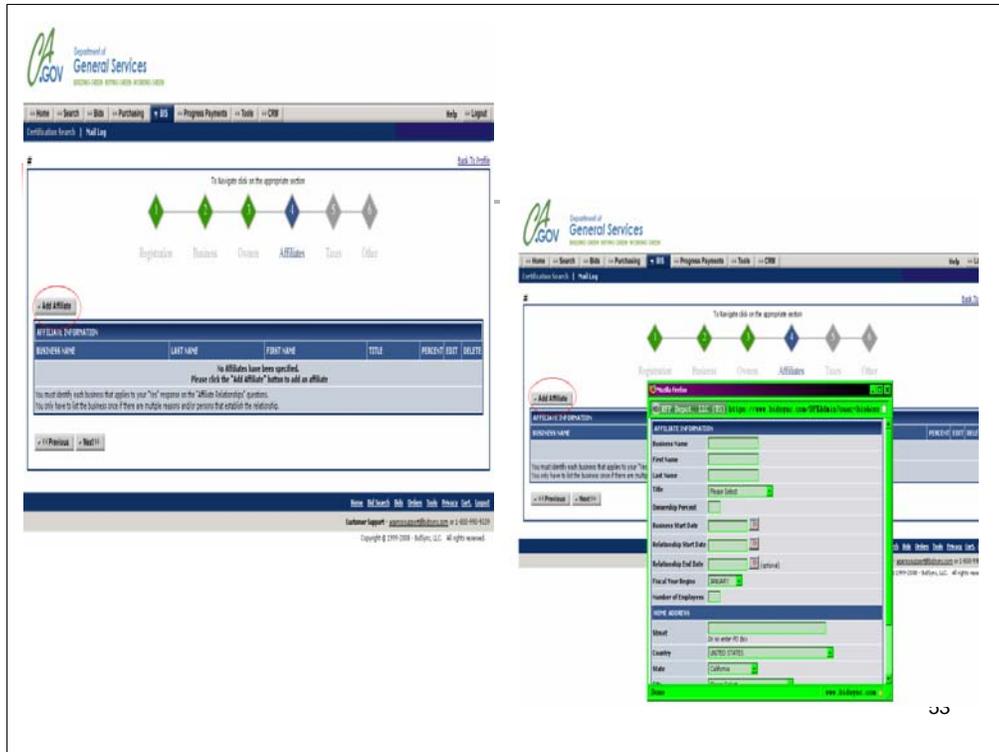


Now owners, you can click on the Add Owner button to add Ownership Information and select the appropriate Titles when prompted.

Click Save and repeat to add additional business relationships, when necessary.

Click Next when finished.

Instructor Notes: Click for next slide



The affiliates page will appear if you've previously answered yes to any affiliate questions.

After filling out the information click next.

Instructor Notes: Click for next slide

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To Navigate click on the appropriate section

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TAX INFORMATION

GROSS ANNUAL RECEIPTS TABLE

Use this table to locate the gross annual receipts on a federal tax return as required below

If your firm ownership type is a:

SOLE PROPRIETORSHIP	Your gross annual receipts less returns & allowances are located on: SCHEDULE C (form 1040), SECTION A, LINE 3
PARTNERSHIP OR S-CORPORATION (RENTAL OR LEASING BUSINESS)	FORM 6625, TOTAL OF LINE 3 COMBINED
PARTNERSHIP (ALL OTHER BUSINESS TYPES)	FORM 1065, LINE 1C
S-CORPORATION (all other business types)	FORM 1120S, LINE 1C
C-CORPORATION	FORM 1120 OR 1120A, LINE 1C
LIMITED LIABILITY COMPANY - SINGLE MEMBER/manager	FORM 1040, SCHEDULE C, LINE 3 or FORM 1120 or 1120A, Line 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBER/managers WITH PARTNERSHIP TAX STRUCTURE	FORM 1065, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBER/managers WITH S-CORP TAX STRUCTURE	FORM 1120S, LINE 1C
LIMITED LIABILITY COMPANY - MULTIPLE MEMBER/managers WITH C-CORP TAX STRUCTURE	FORM 1120 or 1120A, LINE 1C
LIMITED LIABILITY PARTNERSHIP	FORM 1065, LINE 1C

Enter the Gross Annual Receipts (GARS) for the applicant as reported on the business' Federal income tax return. You may enter an estimate for the most recent tax year **only** if your tax returns have not yet been filed. View Tax Information from Previous Application

OWNER	CURRENT GARS OPTIONS	2008 GARS	2007 GARS	2006 GARS	TOTAL	AVERAGE
Diamond Lace Wigs & Accessories (applicant)	2008 GARS Not Available	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:					\$0.00	\$0.00

Update

Previous Submit Next

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Customer Support - vandorsupport@bidsync.com or 1-800-990-9339

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To complete the Gross Annual Receipts Table also known as GARS, use your Federal Tax Returns for the three most recent years.

Click the link under the Current GARS Option if it applies.

If a filing extension has been filed for the most recently completed tax year, make a logical estimate of your gross profit. Now, if you estimated your GARS, you will be required to submit an Affidavit of Income and your federal filing extension. For additional questions regarding this requirement please contact OSDCHelp@dgs.ca.gov.

Click next

Instructor Notes: Click for next slide

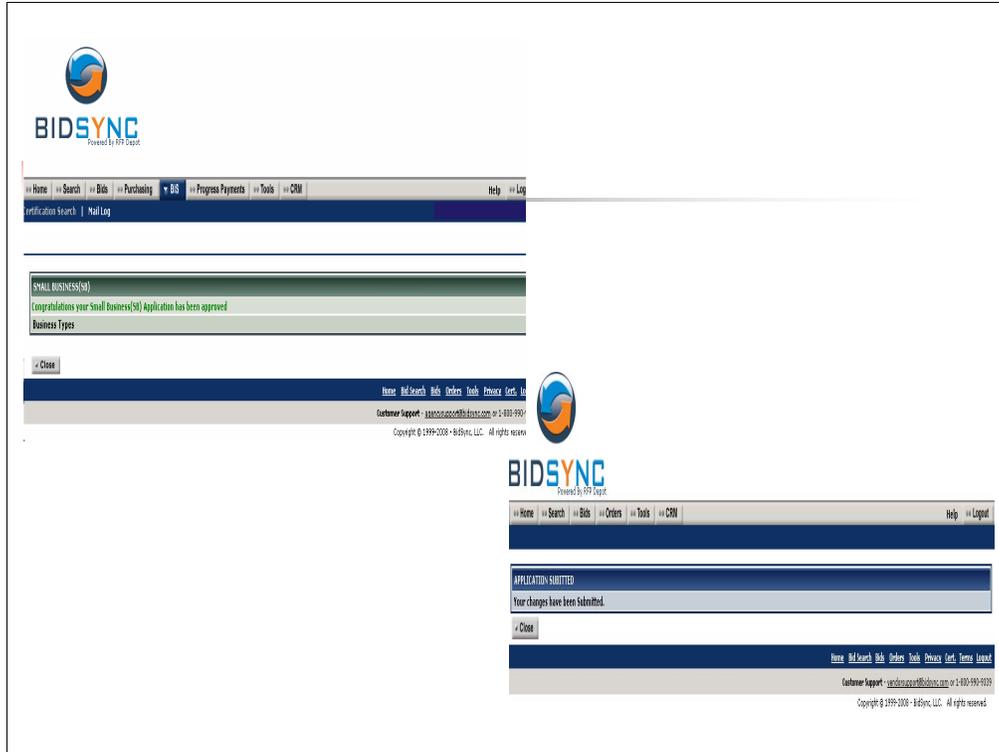
The screenshot shows the CA.GOV Department of General Services website. At the top, there is a navigation menu with links for Home, Search, Bids, Purchasing, BIS, Progress Payments, Tools, CRM, Help, and Logout. Below the menu, there is a section titled "Certification Search | Mail Log" and a "# Back To Profile" link. A navigation diagram with six numbered diamonds (1-6) is shown, with the text "To Navigate click on the appropriate section" above it. The diamonds are labeled: 1 Registration, 2 Business, 3 Owners, 4 Affiliates, 5 Taxes, and 6 Other. Below the diagram, there is a form titled "SMALL BUSINESS(SB)" with a "Service" field. Underneath, there is a "USER INFORMATION" section with "User Id" and "Password" fields. The "Password" field is highlighted with a green border. At the bottom of the form, there are "Previous" and "Submit" buttons. The footer of the page contains links for Home, Bid Search, Bids, Orders, Tools, Privacy, Cert, and Logout, along with customer support information and a copyright notice for BidSync, LLC.

Enter your password and hit Submit again.

Your certification application will not be completed unless you hit the submit button.

It's very important to know that if you press the enter key instead of clicking submit, you will be sent to the beginning of the certification process and you will have to navigate your way back to this point.

Instructor Notes: Click for next slide



At this point you may see one of these two responses.

If you received the green response – Then congratulations, you have received your online certification with the State of California and you will have to submit addition documents as requested.

If you received the blue response – Please submit any additional documents as requested.

And regardless of the screen color please email OSDCHelp@dgs.ca.gov to confirm that the Office of Small Business and DBVE Services have received your documents.

Instructor Notes: Click for next slide

The screenshot shows the BidSync website interface. At the top is the BidSync logo with the tagline "Powered by RFP Depot". Below the logo is a navigation menu with links for Home, Search, Bids, Orders, Tools, CRM, Help, and Logout. The main content area is titled "CALIFORNIA PROFILE" and contains a form with the following fields:

- BidSync Supplier Name: Consulting
- Supplier Number: [Redacted]
- Legal Business Name: Consulting
- DBA Business Name: Consulting
- Address: [Redacted]
- Phone: [Redacted]
- Email: [Redacted]
- FAX: [Redacted]
- Business Types: Service, Manufacturer
- Service Areas: A list of California counties including Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco City & County, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, and Yuba.
- Keywords: Business
- Classifications: 339999 - All Other Miscellaneous Manufacturing; 801015 - Business and corporate management consultation services
- View Options: [View Application](#)
- Edit Options: [Cancel Application](#), [Register as Disabled Veteran Business Enterprise \(DVBE\)](#)

Below the profile is the "Active Certifications" section, which includes a table with the following data:

TYPE	STATUS	STATUS DATE	FROM	TO	ACTIONS
SB (Micro)	Approved	May 5, 2009	May 5, 2009	May 30, 2010	

The "Certification History" section is also present but empty. At the bottom of the page, there is a footer with contact information for Customer Support and a copyright notice for BidSync, LLC.

This is your certification screen. When buyers verify certification this is what they print out for their procurement files to show proof of certification.

On this page you will see 3 sections:

1st section is your California Profile which includes your Supplier ID.

2nd section is Active Certification. Pay close attention to the boxes that are located in this section. If the status box reads Approved, no action is required. If the status box reads anything else, look to the Actions box for further instructions.

3rd section Certification History communicates any previous certification activity.

Office of Small Business and DVBE Services no longer mails certification letters. Your certification letter will be either emailed or faxed to you. If you do not receive your notice, please go to eprocure.dgs.ca.gov and conduct a search for your business using the SB/DVBE Search link. Clicking on the SB/DBVE link opens up the SB/DBVE search function in the eProcurement system. Type in your Supplier ID, hit search, click on view profile, and then print it for your records.

PLEASE NOTE CLOSING THE BROWSER DOES NOT LOG YOU OUT. Click the log out button.

Instructor Notes: Click for next slide

Helpful links and numbers:

Dept of General Services Resources:

- eprocure@dgs.ca.gov – DGS eProcurement email questions
- 916 375-2000 – DGS eProcurement Hotline (M-F 8am – 5pm)
- OSDCHelp@dgs.ca.gov – Email assistance with Certification - CA Office of Small Business Certification
- www.pd.dgs.ca.gov – For General Information - DGS Procurement Division
- ADVOCATE@dgs.ca.gov - 1-800-559-5529– Email and phone help with certification, outreach events, how to do business with the State, etc.

Outside DGS:

- www.unspsc.org – United Nations Standard Product & Services Code info – **Version 11.05**
- vendorsupport@bidsync.com – Email Bidsync – System Customer Support
- Phone: 800 990-9339 Option 1 – Bidsync Customer Service

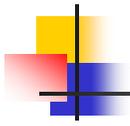
Before we conclude with the Supplier/Vendor California Certification process, let me provide you with this list of helpful links and numbers again:

For questions regarding the eProcurement system, you can email the eProcurement team at eprocure@dgs.ca.gov. They also have a hotline available, 916 375-2000 which is available Monday through Friday, 8am to 5pm.

For questions regarding Small Business or Disabled Veterans Business Enterprise certification, contact the Office of Small Business and DVBE Services at: OSDCHelp@dgs.ca.gov. For example, you would use this email address if you have recently been issued a Federal Employer ID number and need to have your certification information updated to reflect this.

Next is the DGS Procurement Divisions website, where we started out today: www.dgs.ca.gov/pd. Here you will find general information provided by the DGS Procurement Division. This is the site where we clicked on and accessed the eProcurement homepage.

If you'd like information on how to get Small Business or DVBE certification, how to do business with the State of California, and other information about the SB/DVBE events, you can contact the Small Business/DVBE Outreach and Communications section at:



California Department of General
Services, Procurement Division

**Thank you for viewing the
Supplier/Vendor Training
Presentation for the eProcurement
System**

*Presented by the
California Procurement and Contracting
Academy (Cal-PCA)*

Thank you for viewing this Supplier/Vendor Training Video for the eProcurement System, and have a great day!